REPORT 200   **MASTER EMPLOYEE RECORD (PAGE 1 OF 5)**   PAYROLL

PURPOSE: To provide a biweekly record of the current status and results of all transactions affecting the employees compensation and leave.

CONTENT: All employees active for pay this pay period.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
             Page break by Center, Employee Name or SSN

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                                SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  200                 NASA PERSONNEL AND PAYROLL SYSTEM                      PAGE:
SEQUENCE BY:                          INSTALLATION NAME                                DATE:
                                                                                      TIME:
                                #WWWWWWWWWWWWWWWWWWWWWW
                                   MASTER EMPLOYEE RECORD
                             AS OF MM/DD/YY PAY PERIOD NO. *a
BLK: &d SSN: &eeeeeeee FACILITY: #X NAME: &ffffffffffffffffffffffffffffffffff  GR/ST:  &h / &i DOB: &j/jj/jj SCD LVE: &kk/kk/kk
--------------------------------------------------------------------------------------------------------------------------
   SALARY RATES          LOCATION            STATUS        FEHB PRIOR ADJ PLAN CDE: VVV      PAY PLAN: ZZ     ANNUITANT: a
---------------- --------------------- ------------------  FEHB CASH COLL CODE: &Z   PAY RATE DET: 11      OCCUP CDE: bbbbb
 SCHED: AAAAAA.AA  ORGN ASG: HHHHH   REACTIV CDE: MM         FEHB COLL: &bbb.bb  PAY BASIS: 22   P/T SCHED HRS: cc
ANNUAL: BBBBBB.BB   DTY STA: IIIIIIIII   NEW EMPL: N        CUR FEHB CODE: &ccc    CFC CODE: &XXXXX   SUPERVISOR: e
 DAILY: #SSSS.SS DTY STA CDE: JJ      TERM CDE: OOO           FEHB FULL: 52        RET PLAN: 88      UNION CODE: gggg
  HRLY: CCCCC.CC T&A DST CDE: KKKKKKKK   TERM DTE: pp/pp/pp  FEGLI LAST SHIFT: WW   DUTY SHIFT FR: 3333  EIC MAR CD: f
    OT: DDDDD.DD  AVAIL HRLY: 96                          CUR FEGLI PLAN CDE: YY   DUTY SHIFT TO: &222   HAZ CODE: u
    NT: EEEEE.EE                                                                    TOUR CODE: &Y   POSITION CODE: 9
   SUN: FFFFF.FF   APPOINTMENT LIMIT      TYPE     LIMIT    YTD USED    BALANCE   FLEXI TOUR: 44      TENURE CODE: #U
   HAZ: GGGGG.GG  ------------------------------------------------------------   FLSA STATUS: 55   FTE LINE ITEM: 6
S-DIFF:  60       COOP LIMIT DTE: QQ/QQ/QQ RRRRRRRRR SSSSS.SS  TTTTT.TT UUUUU.UU  PROJ LINE ITEM: 7777777777
RET AL:: 61       DATE LIMIT:  LL/LL/LL
---------------------------- EARNINGS ------------------------- ---------------------- DEDUCTIONS ----------------------
           ---PAY PERIOD-- ---PAY PER ADJ-- ---YEAR TO DATE--                     PAY     PP    MTD/OR
           NORMAL HOURS EARNING HOURS EARNING  HOURS  EARNING             NORMAL PERIOD   ADJ.  REQ AMT    QTD      YTD
           ------ ----- ------- ----- ------- ----- -------             ------ ------ ----  -------   ---      ---
   BASE: hhhhh.hh mm.mm wwwww.ww  10 /LLLL.LL /RRR.RR /aaaaa.aa  CH/SUP: /tttt.tt *IIII.II                        *jjjj.jj
     OT:          nnn.nn xxxxx.xx   /KK.KK /MMMM.MM /SSS.SS /bbbbb.bb GARNISH:  88     89                              90
     NT:          ooo.oo yyyyy.yy 43   12      /TTT.TT /ccccc.cc US IND: /rrrr.rr *GGGG.GG                        *hhhh.hh
    HAZ:          ppp.pp zzzzz.zz 13   14      /UUU.UU /ddddd.dd  BANKR: /ssss.ss *HHHH.HH        /yyyy.yy        *iiii.ii
    SUN:          qqq.qq /AAAA.AA 15   16      /VVV.VV /eeeee.ee  FED/WH: /qqqq.qq *FFFF.FF *5555.55             &mmmm.mm *gggg.gg
 HOL WK:          rrr.rr /BBBB.BB 17   18      /WWW.WW /fffff.ff  ST TAX: /uuuu.uu *JJJJ.JJ *6666.66 &oooo.oo &pppp.pp *kkkk.kk
SUP DIF:  86            54        55          56      FMR ST TX: &g          XXXXX.XX
  FORGN: iiiii.ii       /CCCC.CC     19      /ggggg.gg  CO TAX: /vvvv.vv *KKKK.KK &nnnn.nn &qqqq.qq *llll.ll
RET ALL:  87            57        58          59      CTY TAX: /wwww.ww *LLLL.LL *8888.88 &rrrr.rr &ssss.ss *mmmm.mm
  LOCAL:  66            67        68          69      CSRS CUR: /xxxx.xx *MMMM.MM *9999.99                      *nnnn.nn
    AUO:  70            71        72          73      CSRS FMR:  50     51
  AVAIL:  92            93        94          95      CSRS/MD: /zzzz.zz *OOOO.OO                               *pppp.pp
STF DIF:  74            75        76          77      FERS CUR: /1111.11 *PPPP.PP *bbbb.bb                     *qqqq.qq
SUM LVE:         ssss.ss /DDDD.DD  /NNNN.NN       /hhhhh.hh  FERS FMR:  53       49
COMP/PD:         ttt.tt  47        /YYY.YY  48     FERS/MD: /2222.22 *QQQQ.QQ                                 *rrrr.rr
STATCUT:         /EEEE.EE          /kkkkk.kk  CIV/CRD: &6666.66 &7777.77    39                               &8888.88
 FIRE/F:         &aaaa.aa     20   /iiiii.ii   FICA: /4444.44 *SSSS.SS *cccc.cc             &tttt.tt *tttt.tt
 BD/REF:         /GGGG.GG          /mmmmm.mm    HIT: /5555.55 *TTTT.TT *dddd.dd             &uuuu.uu *uuuu.uu
    EIC:         /HHHH.HH  /PPPP.PP  /nnnnn.nn  FEGLI: /6666.66 *UUUU.UU *eeee.ee                     *vvvv.vv
   COLA: kkkkk.kk  /IIII.II  21         /ooooo.oo  FEHB CUR: /7777.77 *VVVV.VV &vvvv.vv                  *wwww.ww
  GROSS: jjjjj.jj  /FFFF.FF  /OOOO.OO  /lllll.ll  FEHB FMR:            vvvvv.vv
    NET: lllll.ll  /JJJJ.JJ           85    BILL OF COLL: *WWWW.WW                           *xxxx.xx
GROSS AWARD 1:     63         &55555.55      TSP: /8888.88 *XXXX.XX *ffff.ff &wwww.ww &xxxx.xx *yyyy.yy
GROSS AWARD 2:     64                        TSP LN: /9999.99 *YYYY.YY    40                 *zzzz.zz
GROSS AWARD 3:     65                        NEBA: *AAAA.AA *ZZZZ.ZZ
  62    &AAAA.AA                              VOL ALL: *BBBB.BB *1111.11
 FOREIGN DIFF RATE:   &FF.FF       COLA DIFF:   &GG.GG &BBBB.BB  UNION: *CCCC.CC *2222.22   41              &CCCC.CC
    BASE TRNSF IN: &yyyy.yy   FICA TRNSF IN: &zzzz.zz   BOND: *DDDD.DD *3333.33                          &DDDD.DD
CIV SVC CRD TRANSF: #RRRR.RR  CIV SVC CRDCUM: #QQQQ.QQ   CFC: *EEEE.EE *4444.44  42                       &EEEE.EE
   CSRS NASA CUM: &HHHH.HH   FERS NASA CUM: &TTTT.TT   MISC:   &VVVV.VV                                  &WWWW.WW
   CSRS CUM T/IN: &KKKK.KK    TSP LN CUM: &3333.33   ADV PAY:  80     81    82                             83
   SALARY OFFSET: 45          OFFSET ADJ: 46
     ADV PAY CUM: 79          ADV PAY BAL:
 LOC PAY TRNSF IN: 91


                                SUBJECT TO PRIVACY ACT OF 1974
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See Next Page for Data Elements.

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

A.   Salary: Scheduled

B.   Salary

C.   Salary: Hourly

D.   If Pay Plan Not = 'ES' and Occupation Code Not = 1811
     If FLSA Pay Status = ' E' and Job Series Not = 1
     and (Salary: Hourly X Premium Rate Table) > Overtime Rate Max Table Overtime Rate Max Table
     Else
     Salary: Hourly X Premium Rate Table*

     *If Occupation Code - 1811 and Salary Hourly > Overtime Rate Max Table Salary: Hourly

E.   Nite Diff Rate = Salary: Hourly X .10

F.   Sunday Diff Rate = Salary: Hourly X .25

G.   Hazardous Rate = (((HAZARD-RATE) - 1) X (Salary: Hourly))

H.   Organization: Assigned

I.   Duty Station Code

J.   Duty Status

K.   T & A: Distribution Code

L.   Date Limit if Position: Type Not = 0 or 1

M.   Reactivation Indicator

N.   New Employee Indicator

O.   Termination Code

P.   Termination Date

Q.   Date Limit if Position: Type = 0 or 1

R.   'Days' Or 'Hours' Or 'Dollars' (Literal, Appointment Type)

S.   If Appointment: Day Limit Not = 0:
     Appointment: Day Limit

     If Appointment: Hour Limit Not = 0:
     Appointment: Hour Limit

     If Appointment: Dollar Limit Not = 0:
     Appointment: Dollar Limit

T.   Appointment: Balance Limit

U.   If Appointment: Day Limit Not = 0:
     Appointment: Day Limit - Appointment: Balance Limit

     If Appointment: Hour Limit Not = 0:
     Appointment: Hour Limit - Appointment: Balance Limit

     If Appointment: Dollar Limit Not = 0:
     Appointment: Dollar Limit - Appointment: Balance Limit

V.   FEHB: Prior Plan Code

W.   FEGLI: Last Shift Worked

X.   State Tax: Frmr Adj

Y.   FEGLI: Code

Z.   Pay Plan

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

1. Pay Rate Determinant
2. Pay Basis
3. Tour Of Duty: Shift From
4. FLEXI Tour Indicator
5. FLSA Pay Status
6. FTE Line Item
7. Non-NASA Project Line Item
8. Retirement Plan
9. Position: Type
a. Annuitant Indicator
b. Occupational Code
c. Part Time Hours (Scheduled)
e. Supervisory Code
f. EIC: Marital Code
g. Union Code
h. Base Earnings: Normal = Salary: Hourly X 80
i. Foreign Diff: Normal
j. Gross Earnings: Normal
k. COLA: Normal
l. Net Earnings: Normal
m. Base Hours: B/W =

Regular Hours:	B/W
+ Annual Leave:	Used B/W
+ Sick Leave:	Used B/W
+ Comp Time:	Used B/W
+ Holiday Leave:	Used B/W
+ Restored Leave:	Used B/W
+ Military Leave:	Used B/W Hours
+ Comp Time:	Relig Used B/W
+ Administrative Leave:	Used B/W
+ Excused Leave:	Used B/W
+ Cop.Leave:	Hours Used B/W
+ Graduate Leave:	Used B/W
+ Jury Leave:	Used B/W
+ Court Leave:	Used B/W
+ Credit Hours:	Used B/W
+ Home Leave:	Hours Used B/W
+ Employee Hours Total Time Off Total Paid Quantity	

n. Overtime: Hours B/W
o. Night Differential: Hours B/W
p. Hazardous Hours: B/W
q. Sunday Diff: Hours B/W
r. Holiday Hours: B/W
s. Lump Total: Leave Hours-1 + Lump Total: Leave Hours-2
t. Comp Time: Hours Paid B/W
u. Hazardous Code

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

v.   FEHB: Prior Adj

w.   Base Earnings: B/W

x.   Overtime: Earnings B/W

y.   Night Differential: Earnings B/W

z.   Hazardous Earnings: B/W

/A.   Sunday Diff: Earnings B/W

/B.   Holiday Earnings: B/W

/C.   Foreign Diff: B/W

/D.   Lump Total: Leave Payment

/E.   Statutory Cutback B/W

/F.   Gross Earnings: B/W

/G.   Total Of (Bond: Refund(1-10)) + Bond: Refund Adj

/H.   EIC

/I.   COLA: B/W

/J.   Net Earnings: B/W

/K.   Overtime: Hours Adjustment

/L.   Base Earnings: Adjustment

/M.   Overtime: Earnings Adjustment

/N.   Lump Total: Leave Adj

/O.   Gross Earnings: Adjustment

/P.   EIC: Adjustment

/R.   Base Hours: YTD

/S.   Overtime: Hours YTD

/T.   Night Differential: Hours YTD

/U.   Hazardous Hours: YTD

/V.   Sunday Diff: Hours YTD

/W.   Holiday Hours: YTD

/Y.   Comp Time: Hours Paid YTD

/a.   Base Earnings: YTD

/b.   Overtime: Earnings YTD

/c.   Night Differential: Earnings YTD

/d.   Hazardous Earnings: YTD

/e.   Sunday Diff: Earnings YTD

/f.   Holiday Earnings: YTD

/g.   Foreign Diff: YTD

/h.   Lump Total: Leave Payment YTD

/i.   Fire Fighter: YTD Prem Pay

/k.   Statutory Cutback YTD

/l.   Gross Earnings: YTD

/m.   Bond: Refund YTD

/n.   EIC: YTD

/o.   COLA: YTD

/q.   Federal Tax: Normal

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

/r.   Indebtedness Due U.S.: Normal

/s.   Bankruptcy: Normal

/t.   Child Support: Normal

/u.   State Tax: Normal

/v.   County Tax: Normal

/w.   City Tax: Normal

/x.   CSRS: Normal

/y.   Bankruptcy: Total

/z.   CSRS: Mil Dep Normal

/1.   FERS: Normal

/2.   FERS: Mil Dep Normal

/4.   FICA: Normal

/5.   HIT: Normal

/6.   FEGLI: Normal

/7.   FEHB: Normal

/8.   TSP: Cy Ded Normal

/9.   TSP: Loan Ded Normal

*A.   NEBA: Normal

*B.   Voluntary Allot: Normal

*C.   Union Dues: Normal

*D.   Bond: Normal

*E.   CFC: Normal

*F.   Federal Tax: B/W

*G.   Total Of (Indebtedness Due U.S.: B/W(1-5))

*H.   Bankruptcy: B/W

*I.   Total Of (Child Support: B/W(1-3))

*J.   State Tax: B/W

*K.   County Tax: B/W

*L.   City Tax: B/W

*M.   CSRS: B/W

*O.   CSRS: Mil Dep B/W

*P.   FERS: B/W

*Q.   FERS: Mil Dep B/W

*S.   FICA: B/W

*T.   HIT: B/W

*U.   FEGLI: B/W

*V.   FEHB: B/W

*W.   Bill Of Collection: Deduction

*X.   TSP: Cy Ded B/W

*Y.   TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W

*Z.   NEBA: Total B/W

*1.   Voluntary Allot: B/W

*2.   Union Dues: B/W

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

*3.   Bond: B/W

*4.   CFC: B/W

*5.   Federal Tax: Adjustment

*6.   State Tax: Adjustment

*7.   County Tax: Adjustment

*8.   City Tax: Adjustment

*9.   Retirement: Cur Adj if Retirement Plan = 1,6,R,T,C,E

*a.   Pay Period Number

*b.   Retirement: Cur Adj if Retirement Plan = K,L,M,N

*c.   FICA: Adjustment

*d.   HIT: Adjustment

*e.   FEGLI: Adjustment

*f.   TSP: Cy Ded Adj

*g.   Federal Tax: YTD

*h.   Indebtedness Due U.S.: YTD

*i.   Bankruptcy: YTD

*j.   Child Support: YTD

*k.   State Tax: YTD

*l.   County Tax: YTD

*m.   City Tax: YTD

*n.   CSRS: Deduction YTD

*p.   CSRS: Mil Dep YTD

*q.   FERS: YTD

*r.   FERS: Mil Dep: YTD

*t.   FICA: YTD

*u.   HIT: YTD

*v.   FEGLI: Basic YTD +
       FEGLI: Opt A YTD +
       FEGLI: Opt B YTD +
       FEGLI: Opt C YTD

*w.   FEHB: Deduction YTD

*x.   Bill Of Collection: YTD

*y.   TSP: Cy YTD

*z.   TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD

&A.   NEBA: Total YTD

&B.   Voluntary Allot: YTD

&C.   Union Dues: YTD

&D.   Bond: YTD

&E.   CFC: YTD

&F.   Foreign Diff: Rate

&G.   COLA: Rate

&H.   CSRS: NASA Cum

&K.   CSRS: Cum Transferred In

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

&T. FERS: NASA Cum

&V. Miscellaneous B/W Amt

&W. Miscellaneous: YTD

&X. CFC: Agency Code

&Y. Tour Type

&Z. FEHB: Cash Collection Plan Code

&a. Fire Fighter: Prem Earn B/W

&b. FEHB: Cash Collection

&c. FEHB: Plan Code

&d. Pay Block: Processing

&e. SSN

&f. Employee Name (Last, First, MI, Gen)

&g. State Tax: Frmr Adj Code

&h. Grade: Current

&i. Step

&j. Date Of Birth

&k. SCD: Leave

&m. Federal Tax: QTD

&n. County Tax: MTD

&o. State Tax: MTD

&p. State Tax: QTD

&q. County Tax: QTD

&r. City Tax: MTD

&s. City Tax: QTD

&t. FICA: QTD

&u. HIT: QTD

&v. FEHB: Cur Adj

&w. TSP: Deductions Total MTD

&x. TSP: Deductions Total QTD

&y. Base Earnings: Transferred In

&z. FICA: Earnings YTD Trans In

&2. Tour Of Duty: Shift To

&3. TSP: Loan Ded 1 Cum + TSP: Loan Ded 2 Cum

&5. Award: Amount YTD

&6. Civil Serv Credit Normal

&7. Civil Serv Credit: B/W

&8. Civil Serv Credit: YTD

#Q. Civil Serv Credit: Cum

#R. Civil Serv Credit: Transf In

#S. Salary: Daily

#U. Tenure Code

#W If the user designates a Facility Code, the Facility Name will be derived from the Facility Table

#X Facility Code

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

10. Base: Hours Adjustment

12. Night Differential: Earnings Adjustment

13. Hazardous: Hours Adjustment

14. Hazardous: Earnings Adjustment

15. Sunday Diff: Hours Adjustment

16. Sunday Diff: Earnings Adjustment

17. Holiday Work: Hours Adjustment

18. Holiday Work: Earnings Adjustment

19. Foreign Diff: Earnings Adjustment

20. Fire Fighter: Earnings Adjustment

21. COLA: Earnings Adjustment

39. Civil Serv Credit: Adjustment

40. TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment

41. Union Dues: Adjustment

42. CFC: Adjustment

43. Night Differential: Hours Adjustment

45. Salary Offset

46. CSRS: Salary Offset Adj if Retirement Plan Not = 'K', 'M', 'N', 'L' and Annuitant Indicator = '1', '4', or '5'
    FERS: Salary Offset Adj if Retirement Plan = 'K', 'M', 'N', 'L', '2' and Annuitant Indicator = 'A', 'C', or 'E'

47. Comp Time Paid Amt: Cur

48. Comp Time Paid Amt: YTD

49. FERS: Frmr Adj

50. Retirement Plan: Frmr Adj
    if Retirement Plan: Frmr
    Adj = '1','6','R','T','C','E'

51. CSRS: FrmrAdj

52. FEHB: Contribution Flag

53. Retirement Plan: Frmr Adj
    if Retirement Plan: Frmr
    Adj = 'K','M','N','L'

54. Supervisory Diff: B/W

55. Supervisory Diff: Current Adj

56. Supervisory Diff: YTD

57. Retention Allow: B/W

58. Retention Allow: Current Adj

59. Retention Allow: YTD

60. Supervisory Diff: Rate

61. Retention Allow: Rate

62. NEBA: Quarter Emp Deductions

63. Award: Earnings (1)

64. Award: Earnings (2)

65. Award: Earnings (3)

66. Empl Norm Local Pay Amt

67. Empl Local Pay B/W Amt

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5

68.   Empl Local Pay B/W Adj Amt
69.   Empl Local Pay YTD Amt
70.   Empl Norm Admn Uctrd OT Amt
71.   Empl Admn Uctrd OT B/W Amt
72.   Empl Admn Uctrd OT B/W Adj Amt
73.   Empl Admn Uctrd OT YTD Amt
74.   Empl Norm Staff Diff Amt
75.   Empl Stff Diff B/W Amt
76.   Empl Stff Diff B/W Adj Amt
77.   Empl Stff Diff YTD Amt
78.   Empl Total Adv Pay Received Amt - Empl
        Adv Pay Cum Ded Amt
79.   Empl Adv Pay Cum Ded Amt
80.   Empl New Norm Adv Pay Ded Amt
81.   Empl Adv Pay Ded B/W Amt
82.   Empl Adv Pay Adj B/W Amt
83.   Empl Adv Pay YTD Ded Amt
84.   Employee NEBA Chapter Code
85.   Net Earnings: YTD
86.   Supervisory Diff: New Norm
87.   Retention Allowance: New Norm
88.   Empl New Norm Grnsh Ded Amt
89.   Empl Grnsh Crnt Ded Amt (1-9)
90.   Empl Grnsh YTD Ded Amt (1-9)
91.   Empl Local Pay Trnsfr In YTD Amt
92.   Availability Pay: Norm New
93.   Availability Pay: B/W
94.   Availability Pay: Adj
95.   Availability Pay: YTD
96.   Availability Pay: Hourly Rate

SELECTION CRITERIA
Includes All Employees With The Following Criteria:

-   Installation Code Equals User Designated Center Code

-   Duty Status Not Equal 'Z' or Reactivation Indicator Not Equal 3 or Gross Earnings: B/W greater than 0 or Award:
    Amount greater than 0

-   Facility Code Equals User Designated Facility Code If Entered

REPORT 200   **MASTER EMPLOYEE RECORD (PAGE 2 OF 5)**   PAYROLL

PURPOSE: To provide a bi-weekly record of the current status and results of all transactions affecting the employees taxes, bonds, allotments and loans.

CONTENT: All employees active for pay this pay period.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
Page break by Center, Employee Name or SSN

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                                  SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  200                   NASA PERSONNEL AND PAYROLL SYSTEM                           PAGE:
SEQUENCE BY:                            INSTALLATION NAME                                     DATE:
                                                                                             TIME:

                                      AAAAAAAAAAAAAAAAAAAAAAAA
                                      MASTER EMPLOYEE RECORD
                                 AS OF MM/DD/YY PAY PERIOD NO. BB
BLK: CC SSN: DDDDDDDDD FACILITY: E  NAME: FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF  GR/ST:  GG / HH DOB: II/II/II SCD LVE: JJ/JJ/JJ
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MILITARY DEPOSIT:        CSRS      FERS                                        CUR       MTD      QTD       YTD
                        ----      ----                                        ---       ---      ---       ---
   DEPOSIT REQUIRED KKKKK.KK  RRRRR.RR           FED  ERN TAXABLE:                      ZZZZZ.ZZ aaaaa.aa  bbbbb.bb
   BAL. TRANSF. IN LLLLL.LL   SSSSS.SS           ST   ERN TAXABLE:           ccccc.cc   ddddd.dd eeeee.ee  fffff.ff
   YTD INTEREST MMMMM.MM   TTTTT.TT              CNTY ERN TAXABLE:           ggggg.gg   hhhhh.hh iiiii.ii  jjjjj.jj
   CUM INTEREST NNNNN.NN   UUUUU.UU              CITY ERN TAXABLE:           kkkkk.kk   lllll.ll mmmmm.mm  nnnnn.nn
   CUM DEDUCTION OOOOO.OO  VVVVV.VV                   HIT EARNINGS:                              ooooo.oo  ppppp.pp
   CASH PAYMENT PPPPP.PP   WWWWW.WW                   FICA EARNINGS:                             qqqqq.qq  rrrrr.rr
     BALANCE DUE QQQQQ.QQ  XXXXX.XX
 INTEREST ACCR DATE YY/YY/YY

JUDICIAL/ADMINISTRATIVE DECREE                          VOLUNTARY ALLOTMENTS
                        CUM       TOT    DTE LIMIT      CODE    ROUTINE#       ACCOUNT NUMBER         AMOUNT
                       -----     -----  ---------        1    *BBBBBBBB   *CCCCCCCCCCCCCCCC         *DDD.DD
   CHILD SUPPORT      ssssss.ss ttttttt.tt  uu/uu/uu       2    *BBBBBBBB   *CCCCCCCCCCCCCCCC         *DDD.DD
   COMMERCIAL GARNISHMENT vvvvvv.vv wwwwwww.ww
   INDEBTEDNESS TO US   xxxxxx.xx yyyyyyy.yy          TSP LOAN
   BANKRUPTCY           zzzzzz.zz *AAAAAA.AA          CODE
                                                       1    *EEEEEEEE   *FFFFFFFFFFFFFFFF         *GGGG.GG
                                                       2    *EEEEEEEE   *FFFFFFFFFFFFFFFF         *GGGG.GG













                                  SUBJECT TO PRIVACY ACT OF 1974
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See Next Page for Data Elements.

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 2/5**

A.   If the user designates a Facility Code, the Facility Name will be derived from the Facility Table

B.   Pay Period Number

C.   Pay Block: Processing

D.   SSN

E.   Facility Code

F.   Employee Name (Last,First,MI,Gen)

G.   Grade: Current

H.   Step

I.   Date of Birth

J.   SCD: Leave

K.   CSRS: Mil Dep Total Required

L.   CSRS: Mil Dep Trnsfr In

M.   CSRS: Mil Dep Int

N.   CSRS: Mil Dep Int Cum

O   CSRS: Mil Dep Cum

P.   CSRS: Mil Dep Cash Pmt

Q.   CSRS: Mil Dep Balance

R.   FERS: Mil Dep Total Required

S.   FERS: Mil Dep Trnsfr In

T.   FERS: Mil Dep Int

U.   FERS: Mil DepInt Cum

V.   FERS: Mil Dep Cum

W.   FERS: Mil Dep Cash Pmt

X.   FERS: Mil Dep Balance

Y.   Military Deposit: Int Accr Date

Z.   Taxable Earnings: MTD

a.   Taxable Earnings: QTD

b.   Taxable Earnings: YTD

c.   State Tax: Earnings Cur

d.   State Tax: Earnings MTD

e.   State Tax: Earnings QTD

f.   State Tax: Earnings YTD

g.   County Tax: Earnings Cur

h.   County Tax: Earnings MTD

i.   County Tax: Earnings QTD

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 2/5

j.   County Tax: Earnings YTD

k.   City Tax: Earnings Cur

l.   City Tax: EarningsMTD

m.   City Tax: Earnings QTD

n.   City Tax: Earnings YTD

o.   HIT: Earnings QTD

p.   HIT: Earnings YTD

q.   FICA: Earnings QTD

r.   FICA: Earnings YTD

s.   Total Of (Child Support: Cum (1-3))

t.   Total Of (Child Support: Total (1-3))

u.   Maximum Of (Child Support: Ded Date Limit (1-3))

v.   Total Of (Empl Grnsh Cum Ded Amt (1-9))

w.   Total Of (Empl Grnsh Tot Due Amt (1-9))

x.   Total Of (Indebtedness Due U.S.: Cum (1-5))

y.   Total Of (Indebtedness Due U.S.: Total (1-5))

z.   Bankruptcy: Cum

*A.   Bankruptcy: Total

*B.   Financial Inst Routing Nbr (2)

*C.   Account Number: EFT (2)

*D.   Voluntary Allot: Req'st Amt (2)

*E.   Financial Inst Routing Nbr (2)

*F.   Account Number: (2)

*G.   TSP: Loan Current Deductions (2)

REPORT 200   MASTER EMPLOYEE RECORD (PAGE 3 OF 5)   PAYROLL

PURPOSE: To provide a bi-weekly record of the current status and results of all transactions affecting the employees taxes, bonds, allotments and loans.

CONTENT: All employees active for pay this pay period.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
                Page break by Center, Employee Name or SSN

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                                  SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  200                 NASA PERSONNEL AND PAYROLL SYSTEM                          PAGE
SEQUENCE BY:                           INSTALLATION NAME                                   DATE
                                                                                          TIME


                                 ZZZZZZZZZZZZZZZZZZZZZZ
                       MASTER EMPLOYEE RECORD AS OF MM/DD/YY PAY PERIOD NO. *a
PB: /I SSN: /JJJJJJJJ FACILITY: a NAME: /KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK
EXEMPT FROM FED TAX: A
                FED        STATE      COUNTY       CITY                FED    STATE   COUNTY   CITY   HIT   FICA
TAX ENTITY CD:              CC         DD           EEE   PCS W/H   CUR:  1      2       3      4
ADD'L EXEMPTS:             GGG         HH           II    PCS ERN S CUR:  5      6       7      8    147   150
   ADD'L W/H: JJJ.JJ  KKKKKK.KK LLLLLL.LL MMMMMM.MM PCS ERN NS CUR:  9      9       9      9
ALTERNATE W/H:       OOOOOO.OO PPPPPP.PP QQQQQQ.QQ PCS W/H   MTD:             14      15     16
 MARITAL CODE:    R        S          T            U     PCS ERN S MTD:             18      19     20
   EXEMPTIONS:   VV        WWW        XX           YY    PCS ERN NS MTD:
   WRK SPOUSE:            /M                             PCS W/H   QTD:             26      27     28
   GROSS  MTD:             58         59           60    PCS ERN S QTD:             30      31     32
   TSP    MTD:  61         62         63           64    PCS ERN NS QTD:
   GROSS  QTD:             66         67           68    PCS W/H   YTD:  37     38      39     40    148   151
   TSP    QTD:  69         70         71           72    PCS ERN S YTD:  41     42      43     44    149   152
   GROSS  YTD:  73         74         75           76    PCS ERN NS YTD:  45     46      47     48
   TSP    YTD:  77         78         79           80      GROSS CUR:   49     50      51     52
                                                            TSP CUR:    53
                 -------- FORMER STATE --------   ---- FORMER COUNTY ----   ---- FORMER CITY ----
                   (1)       (2)        (3)        (1)       (2)       (3)    (1)     (2)    (3)
CODE       MTD:    81        81         81        103       103       103    125     125    125
TAXABLE EARN  :    82        82         82        104       104       104    126     126    126
W/H           :    83        83         83        105       105       105    127     127    127
GROSS         :    84        84         84        106       106       106    128     128    128
TSP           :    85        85         85        107       107       107    129     129    129
PCS W/H       :    86        86         86        108       108       108    130     130    130
PCS EARN      :    87        87         87        109       109       109    131     131    131
CODE       QTD:    88        88         88        110       110       110    132     132    132
TAXABLE EARN  :    89        89         89        111       111       111    133     133    133
W/H           :    90        90         90        112       112       112    134     134    134
GROSS         :    91        91         91        113       113       113    135     135    135
TSP           :    92        92         92        114       114       114    136     136    136
PCS W/H       :    93        93         93        115       115       115    137     137    137
PCS EARN      :    94        94         94        116       116       116    138     138    138
CODE       YTD:    95        95         95        117       117       117    139     139    139
TAXABLE EARN  :    96        96         96        118       118       118    140     140    140
W/H           :    97        97         97        119       119       119    141     141    141
GROSS         :    98        98         98        120       120       120    142     142    142
TSP           :    99        99         99        121       121       121    143     143    143
PCS W/H       :   100       100        100        122       122       122    144     144    144
PCS EARN      :   101       101        101        123       123       123    145     145    145
PCS EARN NOT SUBJ : 102     102        102        124       124       124    146     146    146
---------------------------------------- BONDS ----------------------------------------
CODE   DED     PURC/PRICE   BAL   PUR.IND      CODE   DED     PURC/PRICE   BAL   PUR.IND
/H     sssss.ss  ttttt.tt  uuuu.uu  v          /H     sssss.ss  ttttt.tt  uuuu.uu  v
/H     sssss.ss  ttttt.tt  uuuu.uu  v          /H     sssss.ss  ttttt.tt  uuuu.uu  v
/H     sssss.ss  ttttt.tt  uuuu.uu  v          /H     sssss.ss  ttttt.tt  uuuu.uu  v
/H     sssss.ss  ttttt.tt  uuuu.uu  v          /H     sssss.ss  ttttt.tt  uuuu.uu  v
/H     sssss.ss  ttttt.tt  uuuu.uu  v          /H     sssss.ss  ttttt.tt  uuuu.uu  v
ADDRESS MAILING:    /CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC CCCCCCCCCCCCCCCCCCC CCCCCCCCC
FINANCIAL INST. ROUTING NUMBER: *dddddddd  ACCOUNT NUMBER/EFT: *eeeeeeeeeeeeeeee  ACCOUNT TYPE/EFT: /F
ADDRESS CHECK MAILING: /GGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG GGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG GGGGGGGGGGGGGGGGGGG GGGGGGGGG
                                 SUBJECT TO PRIVACY ACT OF 1974
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See Next Page for Data Elements

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5

A.   Federal Tax: Exempted

C.   State Tax: Code

D.   County Tax: Code

E.   City Tax: Code

G.   State Tax: Additional Exempts

H.   County Tax: Additional Exempts

I.   City Tax: Additional Exempts

J.   Federal Tax: Additional

K.   State Tax: Additional W/H

L.   County Tax: Additional W/H

M.   City Tax: Additional W/H

O.   State Tax: Alternate Amount

P.   County Tax: Alternate Amount

Q.   City Tax: Alternate Amount

R.   Federal Tax: Marital Code

S.   State Tax: Marital Code if State Tax: Code Not = Blank

T.   County Tax: Marital Code

U.   City Tax: Marital Code

V.   Federal Tax: Exemptions

W.   State Tax: Exemptions

X.   County Tax: Exemptions

Y.   City Tax: Exemptions

Z.   If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table

a.   Facility Code

s.   Bond: Requested Deduction (10)

t.   Bond: Denomination / 2 (10)

u.   Bond: Current Balance (10)

v.   Bond: Purchase Indicator (10)

/C.   Address: Mailing

/F.   Account Type: Eft

/G.   Address: Check Mailing

/H.   '1', ..., '10' (Literal, Bond Occurrence) if Bond: Denomination not = 0

/I.   Pay Block: Processing

/J.   SSN

/K.   Employee Name (Last, First, MI, Gen)

/M.   State Tax: Working Spouse

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5

*a.   Pay Period Number

*d.   Financial Inst Routing Nbr

*e.   Account Number

 1.   PCS: Federal Tax Withheld

 2.   PCS: State Tax Withheld

 3.   PCS: County Tax Withheld

 4.   PCS: City Tax Withheld

 5.   PCS: Earnings Subj Fed Tax

 6.   PCS: Earnings Subj State Tax

 7.   PCS: Earnings Subj County Tax

 8.   PCS: Earnings Subj City Tax

 9.   PCS: Earnings Not Subj Fed Tax

14.   PCS: State Tax Withheld MTD

15.   PCS: County Tax Withheld MTD

16.   PCS: City Tax Withheld MTD

18.   PCS: Earnings Subj State Tax MTD

19.   PCS: Earnings Subj County Tax MTD

20.   PCS: Earnings Subj City Tax MTD

26.   PCS: State Tax Withheld QTD

27.   PCS: County Tax Withheld QTD

28.   PCS: City Tax Withheld QTD

30.   PCS: Earnings Subj State Tax QTD

31.   PCS: Earnings Subj County Tax QTD

32.   PCS: Earnings Subj City Tax QTD

37.   PCS: Federal Tax Withheld YTD

38.   PCS: State Tax Withheld YTD

39.   PCS: County Tax Withheld YTD

40.   PCS: City Tax Withheld YTD

41.   PCS: Earnings Subj Fed Tax YTD

42.   PCS: Earnings Subj State Tax YTD

43.   PCS: Earnings Subj County Tax YTD

44.   PCS: Earnings Subj City Tax YTD

45.   PCS: Earnings Not Subj Tax YTD

46.   PCS: Earnings Not Subj St Tax YTD

47.   PCS: Earnings Not Subj Co Tax YTD

48.   PCS: Earnings Not Subj Ci Tax YTD

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5

49.   Gross Earnings: B/W

50.   Gross Earnings: State B/W

51.   Gross Earnings: County B/W

52.   Gross Earnings: City B/W

53.   TSP: Deductions Total Cur

58.   State Tax: Gross Earnings MTD

59.   County Tax: Gross Earnings MTD

60.   City Tax: Gross Earnings MTD

61.   TSP: Deductions Total MTD

62.   State Tax: TSP Cy Ded MTD

63.   County Tax: TSP Cy Ded MTD

64.   City Tax: TSP Cy Ded MTD

66.   State Tax: Gross Earnings QTD

67.   County Tax: Gross Earnings QTD

68.   City Tax: Gross Earnings QTD

69.   TSP: Deductions Total QTD

70.   State Tax: TSP Cy Ded QTD

71.   County Tax: TSP Cy Ded QTD

72.   City Tax: TSP Cy Ded QTD

73.   Gross Earnings: YTD

74.   State Tax: Gross Earnings YTD

75.   County Tax: Gross Earnings YTD

76.   City Tax: Gross Earnings YTD

77.   TSP: Cy YTD

78.   State Tax: TSP Cy Ded YTD

79.   County Tax: TSP Cy Ded YTD

80.   City Tax: TSP Cy Ded YTD

81.   State Tax: Former Code MTD (3)

82.   State Tax: Former Earnings MTD (3)

83.   State Tax: Former W/H MTD (3)

84.   State Tax: Former Gross MTD (3)

85.   State Tax: Former TSP MTD (3)

86.   PCS: Frmr W/H Subj St Tax MTD (3)

87.   PCS: Frmr Ern Subj St Tax MTD (3)

88.   State Tax: Former Code QTD (3)

89.   State Tax: Former Earnings QTD (3)

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5

90.   State Tax: Former W/H QTD (3)

91.   State Tax: Former Gross QTD (3)

92.   State Tax: Former TSP QTD (3)

93.   PCS: Frmr W/H Subj St Tax QTD (3)

94.   PCS: Frmr Ern Subj St Tax QTD (3)

95.   State Tax: Former Code YTD (3)

96.   State Tax: Former Earnings YTD (3)

97.   State Tax: Former W/H YTD (3)

98.   State Tax: Former Gross YTD (3)

99.   State Tax: Former TSP YTD (3)

100.   PCS: Frmr W/H Subj St Tax YTD (3)

101.   PCS: Frmr Ern Subj St Tax YTD (3)

102.   PCS: Frmr Ern Not Sub St Tax YTD (3)

103.   County Tax: Former Code MTD (3)

104.   County Tax: Former Earnings MTD (3)

105.   County Tax: Former W/H MTD (3)

106.   County Tax: Former Gross MTD (3)

107.   County Tax: Former TSP MTD (3)

108.   PCS: Frmr W/H Subj Cnty Tax MTD (3)

109.   PCS: Frmr Ern Subj Cnty Tax MTD (3)

110.   County Tax: Former Code QTD (3)

111.   County Tax: Former Earnings QTD (3)

112.   County Tax: Former W/H QTD (3)

113.   County Tax: Former Gross QTD (3)

114.   County Tax: Former TSP QTD (3)

115.   PCS: Frmr W/H Subj Cnty Tax QTD (3)

116.   PCS: Frmr Ern Subj Cnty Tax QTD (3)

117.   County Tax: Former Code YTD (3)

118.   County Tax: Former Earnings YTD (3)

119.   County Tax: Former W/H YTD (3)

120.   County Tax: Former Gross YTD (3)

121.   County Tax: Former TSP YTD (3)

122.   PCS: Frmr WH Subj Cnty Tax YTD (3)

123.   PCS: Frmr Ern Subj Cnty Tax YTD (3)

124.   PCS: Frmr Ern Not Sub Ct Tax YTD (3)

125.   City Tax: Former Code MTD (3)

MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5

126.   City Tax: Former Earnings MTD (3)

127.   City Tax: Former W/H MTD (3)

128.   City Tax: Former Gross MTD (3)

129.   City Tax: Former TSP MTD (3)

130.   PCS: Frmr W/H Subj City Tax MTD (3)

131.   PCS: Frmr Ern Subj City Tax MTD (3)

132.   City Tax: Former Code QTD (3)

133.   City Tax: Former Earnings QTD (3)

134.   City Tax: Fomer W/H QTD (3)

135.   City Tax: Former Gross QTD (3)

136.   City Tax: Former TSP QTD (3)

137.   PCS: Frmr W/H Subj City Tax QTD (3)

138.   PCS: Frmr Ern Subj City Tax QTD (3)

139.   City Tax: Former Code YTD (3)

140.   City Tax: Former Earnings YTD (3)

141.   City Tax: Former W/H YTD (3)

142.   City Tax: Former Gross YTD (3)

143.   City Tax: Former TSP YTD (3)

144.   PCS: Frmr W/H Subj City Tax YTD (3)

145.   PCS: Frmr Ern Subj City Tax YTD (3)

146.   PCS: Frmr Ern Not Sub Ci Tax YTD (3)

147.   PCS: Earnings HIT Cur Amount

148.   PCS: Deduction HIT YTD Amount

149.   PCS: Earnings HIT YTD Amount

150.   PCS: Earnings FICA Cur Amount

151.   PCS: Deduction FICA YTD Amount

152.   PCS: Earnings FICA YTD Amount

REPORT 200   MASTER EMPLOYEE RECORD - LEAVE REGISTER (PAGE 4 OF 5)   PAYROLL

PURPOSE: To provide a current employee leave status.

CONTENT: All active employees

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block:
              Processing, SSN
              Page break by Center, Employee Name or SSN

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                               SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  200                NASA PERSONNEL AND PAYROLL SYSTEM                   PAGE:
SEQUENCE BY:                          INSTALLATION NAME                            DATE:
                                                                                  TIME:
                             *dddddddddddddddddddddd
                             MASTER EMPLOYEE RECORD
                                 LEAVE REGISTER
                        AS OF MM/DD/YY PAY PERIOD NO. *a
PAY
BLK SSN      EMPLOYEE NAME                       GR/ST WRK/SCH LV/PER LV/SCD  LWP/NTE  LWP/RIC/HRS LWP/SCD FACILITY
AA  BBBBBBBB CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC DD EE    GG     HH   /xxxxx   /yyyyy    &o.oo    &ppp.pp   *e
------------- ANNUAL LEAVE ------------- ---- CREDIT HOURS ----  -------------------- COMPENSATORY TIME --------------------
      B/W      YTD                             B/W      YTD         33/33 33/33 33/33 33/33 33/33 33/33 33/33 TOTAL
PYCO      LLLLL.LL  ACCR RATE    RR PYCO        /EEE.EE CURRENT    44.44 44.44 44.44 44.44 44.44 44.44 44.44 8888.88
ACCR  II.II  MMM.MM  CHG DTE  SS/SS/SS EARNED   /AA.AA /FFF.FF CUR RATE 55.55 55.55 55.55 55.55 55.55 55.55 55.55
DNTD *ff.ff *ggg.gg                             -----------EXTENDED COMP TIME SUMMARY------------
USED JJJ.JJ NNNN.NN  ADV ELIGIB TTTTTTTT USED   /BBB.BB /GGG.GG --TOTAL--  -----CUR HOURS-----  -----CUM HOURS-----
RIC   KK.KK  OOO.OO  CEILING    UUUUU FORFEIT /CCC.CC /HHH.HH  HOURS    USED     FRFTD      USED     FRFTD
BAL      PPPP.PP  SES ACCR    &hhh.hh                          6aaaa.aa 6bbbb.bb 6cccc.cc   6dddd.dd 6eeee.ee
ADV BAL   QQQQQ    PTHRS REMAIN &jj.jj BALANCE /JJJ.JJ
AVAILABLE *cccc.cc  USE OR LOSE:&iii.ii         ------------------- RELIGIOUS COMP TIME -------------------
----------------- RESTORED ANNUAL LEAVE ----------------- CURRENT   99.99 99.99 99.99 99.99 99.99 99.99 99.99 bbb.bb
               YTD            YTD           YTD
PYCO   WWWWW.WW
REST        XXXXX.XX     XXXXX.XX     XXXXX.XX -------- COMP TIME --------  -- RELIGIOUS COMP --
USED B/W YYYY.YY ZZZZ.ZZ    ZZZZ.ZZ     ZZZZ.ZZ         B/W     YTD           B/W     YTD
BAL         11111.11    11111.11    11111.11 EARNED  ccc.cc  jjjj.jj      qqq.qq  vvvv.vv
EXP DATE    22/22/22    22/22/22    22/22/22 USED    ddd.dd  kkkk.kk      rrr.rr  wwww.ww
                                             CUT     ffff.ff mmmm.mm
----- SICK  LEAVE -----                      FORF    gggg.gg nnnn.nn      ????.??  ????.??
      B/W      YTD    -------- OTHER  LEAVE --------  PAID    iiii.ii pppp.pp      bbbb.bb
PYCO       /NNN.NN          B/W    YTD  NTE DATE  BALANCE 8888.88          bbbb.bb
ACCRUED /K.KK       /OO   ADMIN   /XX.XX /YYY.YY
USED    /LL.LL   /PPP.PP  AWOL    /ZZ.ZZ /aaa.aa  --------- CONTINUATION OF PAY ----------  ---- MILITARY LEAVE ------
RIC     /MM.MM   /QQQ.QQ  COURT   /bb.bb /ccc.cc   B/W     YTD    ITD    BAL  DATE LIMIT       HOURS      DAYS
BALANCE /RRR.RR          EXCUSED /dd.dd /eee.ee   /nn.nn /ooo.oo *bbb.bb /ppp.pp /qq/qq/qq USED B/W  /rr.rr
                         JURY    /ff.ff /ggg.gg           /ooo.oo *bbb.bb /ppp.pp /qq/qq/qq USED YTD ssss.ss /uuuu.uu
- ADVANCED SICK LEAVE -  LWOP    /hh.hh /iii.ii /jj/jj/jj  /ooo.ooo *bbb.bb /ppp.pp /qq/qq/qq CARRY OVER  /vvvv.vv
      B/W      YTD       SUSP    /kk.kk /lll.ll /mm/mm/mm                           LIMIT      /wwww.ww
ADVANCED     /TTT.TT     HOLIDAY /55.55 /666.66
USED    /SSS.SS   /UUU.UU               EOD   CUM NASA  ------------------ TIME OFF AWARDS ------------------
BALANCE  /VVVV.VV  GRADUATE /11.11 /222.22 /3333.33 /4444.44  ---- USED ----- -- FORFEITED --
EXP DATE  /WW/WW/WW                                 B/W    YTD    B/W    YTD AWARDED BALANCE EXP-DATE

------- HOME LEAVE -------    -------- LEAVE DONATED ---------   *AA(1)  *BB(1)  *CC(1)  *DD(1)  *EE(1)  *FF(1)  *GG(1
        B/W      YTD                  B/W     YTD                *AA(2)  *BB(2)  *CC(2)  *DD(2)  *EE(2)  *FF(2)  *GG(2
USED &ddd.dd   &eee.ee       USED      /7.77   /888.88           *AA(3)  *BB(3)  *CC(3)  *DD(3)  *EE(3)  *FF(3)  *GG(3
HOURS USED CUM &fff.ff       RECEIVED  /999.99  &aaa.aa          *AA(4)  *BB(4)  *CC(4)  *DD(4)  *EE(4)  *FF(4)  *GG(4
LAST ACCR DATE &gg/gg/gg     CONTRIBUTED &kkk.kk &ccc.cc         *AA(5)  *BB(5)  *CC(5)  *DD(5)  *EE(5)  *FF(5)  *GG(5
ACCRUAL RATE     &m          RETURNED   *hhh.hh *iii.ii          *AA(6)  *BB(6)  *CC(6)  *DD(6)  *EE(6)  *FF(6)  *GG(6
HOURS ACCRUED  &nnn.nn       PYCO               &bbb.bb          *AA(7)  *BB(7)  *CC(7)  *DD(7)  *EE(7)  *FF(7)  *GG(7
                             BALANCE           &lll.ll          *AA(8)  *BB(8)  *CC(8)  *DD(8)  *EE(8)  *FF(8)  *GG(8
---- RESTRICTED LEAVE ----   EFFECTIVE DATE: *jj/jj/jj           *AA(9)  *BB(9)  *CC(9)  *DD(9)  *EE(9)  *FF(9)  *GG(9
        ANNUAL    SICK       REASON:         *K                 *AA(10) *BB(10) *CC(10) *DD(10) *EE(10) *FF(10) *GG(10)
PREV  *mmm.mm  *nnn.nn       CANCEL DATE:    *ll/ll/ll
ACRUAL *ooo.oo  *ppp.pp                       T-O-A  *AA(1-10)     *CC(1-10)     *EE(1-10)
TRNSF *qqq.qq  *rrr.rr                      TOTALS      *BB(1-10)     *DD(1-10)     *FF(1-10)
CURR  *sss.ss  *ttt.tt
ADV   *uuu.uu
                               SUBJECT TO PRIVACY ACT OF 1974
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See Next Page for Data Elements

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

A.   Pay Block: Processing

B.   SSN

C.   Employee Name: (Last, First, MI, Gen)

D.   Grade: Current

E.   Step

G.   Work Schedule Code

H.   Leave Period: Current

I.   Annual Leave: Accrued B/W

J.   Annual Leave: Used B/W

K.   Annual Leave: RIC B/W

L.   Annual Leave: PYCO

M.   Annual Leave: Accrued YTD

N.   Annual Leave: Used YTD

O.   Annual Leave: RIC YTD

P.   Annual Leave: Earned Balance

Q.   Annual Leave: Advanced Bal

R.   Annual Leave: Accrual Rate

S.   Annual Leave: Change Date

T.   'Allow' Or 'Disallow' (Literal) If Pay-Disallow-Adv-Lv = 'Y'

U.   Annual Leave: Ceiling

W.   Restored Leave: PYCO

X.   Restored Leave: Hours Type (3) =
       Restored Leave: Hours Type A(I)
       + Restored Leave: Hours Type B(I)
       + Restored Leave: Hours Type C(I)

Y.   Restored Leave: Used B/W

Z.   Restored Leave: Used Cum (3)

1.   X - Z (3)

2.   Restored Leave: Expir Date (3)

3.   Pay Period Ending Date (Format: 7 MM/DD; From The Most Current)

4.   Comp Time: Hours (7)

5.   Comp Time: Hourly Rate (7)

8.   Comp Time: Current Balance

9.   Comp Time: Relig Hours (7)

b.   Comp Time: Relig Balance

c.   Comp Time: Earned B/W

d.   Comp Time: Used B/W

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

f.   Comp Time: Hours Cut B/W

g.   Comp Time: Forfeited B/W

i.   Comp Time: Hours Paid B/W

j.   Comp Time: Earned YTD

k.   Comp Time: YTD Used (Prim & Ext)

m.   Comp Time: Hours Cut YTD

n.   Comp Time: Forfeited YTD

p.   Comp Time: Hours Paid YTD

q.   Comp Time: Relig Earned B/W

r.   Comp Time: Relig Used B/W

v.   Comp Time: Relig Earned YTD

w.   Comp Time: Relig Used YTD

x.   Comp Time: Relig Forfeited B/W

y.   Comp Time: Relig Forfeited YTD

/A.   Credit Hours: Earned B/W

/B.   Credit Hours: Used B/W

/C.   Credit Hours: Forf B/W

/E.   Credit Hours: PYCO

/F.   Credit Hours: Earned YTD

/G.   Credit Hours: Used YTD

/H.   Credit Hours: Forf YTD

/J.   Credit Hours: Balance

/K.   Sick Leave: Accrued B/W

/L.   Sick Leave: Used B/W

/M.   Sick Leave: Accrued B/W if Annual Leave: RIC B/W > 0

/N.   Sick Leave: PYCO

/O.   Sick Leave: Accrued YTD

/P.   Sick Leave: Used YTD

/Q.   Sick Leave: RIC YTD

/R.   Sick Leave: Balance

/S.   Sick Leave: Advanced Used

/T.   Sick Leave: Advanced

/U.   Sick Leave: Advanced Used YTD

/V.   Sick Leave: Advanced Balance

/W.   Sick Leave: Advanced Dte Limit

/X.   Administrative Leave: Used B/W

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

/Y.	Administrative Leave: YTD
/Z.	AWOL: Used B/W
/a.	AWOL: Used YTD
/b.	Court Leave: Used B/W
/c.	Court Leave: Used YTD
/d.	Excused Leave: Used B/W
/e.	Excused Leave: Used YTD
/f.	Jury Leave: Used B/W
/g.	Jury Leave: Used YTD
/h.	LWOP: Used B/W
/i.	LWOP: Used YTD
/j.	LWOP: NTE Date
/k.	Suspension: Used B/W
/l.	Suspension: Used YTD
/m.	Suspension: NTE Date
/n.	Cop Leave: Hours Used B/W
/o.	Cop Leave: Hours Used YTD (3)
/p.	Cop Leave: Hrs Limit Bal (3)
/q.	Cop Leave: Date Limit (3)
/r.	Military Leave: Used B/W Hours
/s.	Military Leave: Used YTD Hours
/u.	Military Leave: Used Days FYTD
/v.	Military Leave: Carryover Days
/w.	Military Leave: Days Limit
/x.	SCD: Leave
/y.	LWP: NTE Date
/1.	Graduate Leave: Used B/W
/2.	Graduate Leave: Used YTD
/3.	Graduate Leave: Used EOD To Date
/4.	Graduate Leave: Cum NASA
/5.	Holiday Leave: Used B/W
/6.	Holiday Leave: Used YTD
/7.	Donated Al: Used B/W
/8.	Donated Al: Used YTD
/9.	Donated Al: Received B/W
&a.	Donated Al: Received YTD

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

&b.   Donated Al: PYCO

&c.   Donated Al: Contributed To Date

&d.   Home Leave: Hours Used B/W

&e.   Home Leave: Used YTD

&f.   Home Leave: Hours Used Cum

&g.   Home Leave: Last Accrual Date

&h.   Annual Leave: SES First Year

&i.   If (Annual Leave: Earned Balance + Annual Leave: Advanced Bal) > Annual: Leave Ceiling
Then
   Annual Leave: Earned Balance + Annual Leave: Advanced Bal - Annual Leave: Ceiling
Else
   0

&j.   Annual Leave: P/T Cary Over

&k.   Donated Al: Current Given

&l.   Donated Al: Bal Available

&m.   Home Leave: Accrual Rate

&n.   Home Leave: Hours Accrued

&o.   LWOP: 80 Hour Accrual

&p.   LWOP: SCD Hours

*a.   Pay Period Number

*b.   COP Leave: Injury To Date (3)

*c.   P + Q

*d.   If the user designates a Facility Code, the Facility Name will be derived from the Facility Table

*e.   Facility Code

*f.   Donated Al: Donated-Returned B/W

*g.   Donated Al: Donated-Returned YTD

*h.   Donated Al: Returned B/W

*i.   Donated Al: Returned YTD

*j.   Donated Al: Effecive Date

*k.   Donated Al: Reason Code

*l.   Donated Al: Cancel Date

*m.   Restricted Al: Restricted CUM - Restricted Al: Restricted B/W

*n.   Restricted Sl: Restricted CUM - Restricted Sl: Restricted B/W

*o.   Restricted Al: Restricted B/W

*p.   Restricted Sl: Restricted B/W

*q.   Restricted Al: Restricted TRNSFR

*r.   Restricted Sl: Restricted TRNSFR

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

*s.   Restricted Al: Restricted CUM

*t.   Restricted Sl: Restricted CUM SL

*u.   Annual Leave Proj Restricted

*AA.   Employee Time Off Award Hours Current Used Quantity

*BB.   Employee Time Off Award Hours Year to Date Used Quantity

*CC.   Employee Time Off Award Hours Current Forfeited Quantity

*DD.   Employee Time Off Award Hours Year to Date Forfeited Quantity

*EE.   Employee Time Off Award Hours Quantity

*FF.   Compute Balance: (Employee Time Off Awards Hours Quantity (N)) -

        (Employee Time Off Award Hours Cumulative Used Quantity (N)) -

        (Employee Time Off Award Hours Year To Date Forfeited (N)),

        Where N Refers to the Occurrence Number

*GG.   Employee Time Off Award Expiration Date

6a.   Total of Empl Extnd CT Hrs Qty

6b.   Total of Empl Extnd CT Crnt Used Qty

6c.   Total of Empl Extnd CT Crnt Frftd Qty

6d.   Total of Empl Extnd CT Cumltv Used Qty

6e.   Total of Empl Extnd CT Cumltv Frftd Qty

REPORT 200   **MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN**   PAYROLL
(PAGE 5 OF 5)

PURPOSE: To provide a bi-weekly record of the current status and results of all transactions affecting the employees
Thrift Savings Plan computation.

CONTENT: All active employees.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
Page break by Center, Employee Name or SSN

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  200                   NASA PERSONNEL AND PAYROLL SYSTEM                          PAGE:
SEQUENCE BY:                             INSTALLATION NAME                                   DATE:
                                                                                            TIME:


                              *bbbbbbbbbbbbbbbbbbbbbbbbbbbb

                          MASTER EMPLOYEE RECORD - TSP
                          AS OF MM/DD/YY PAY PERIOD NO. *a
PB  NAME                           SSN     RET S  STAT DATE VST  TSP.SCD   TSP/ELIG  SCH.SAL    AN.SAL    B/W SAL
                                                                                               SEP/CDE   SEP/DAT
AA  BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB   CCCCCCCC   D E   FF/FF/FF  G HH/HH/HH  77/77/77 IIIIII.II JJJJJJ.JJ   KKKK.KK
FACILITY: *c                                                                                        L    MM/MM/MM


 -------------- INDIVIDUAL-----------
 TSP  TSP      ---- RATE OF DISTR ----
 DED  RATE
  $    %         G%      F%      C%
 NNNN OOO.O    PPP.PP  PPP.PP  PPP.PP

                       ----- PRECALCULATED NORMAL/CURRENT/YEAR TO DATE/CUMULATIVE -----
                          - NORMALS -   - CURRENT -  -ADJUSTMENTS-  --- YTD ---  -CUMULATIVE-
TSP: CURRENT YEAR DEDUCTION     UUU.UU      WWW.WW      YYY.YY       gggg.gg    iiiii.ii
     CURRENT YEAR DISTRIBUTION-G            XXX.XX      ZZZ.ZZ       hhhh.hh
     CURRENT YEAR DISTRIBUTION-F            XXX.XX      ZZZ.ZZ       hhhh.hh
     CURRENT YEAR DISTRIBUTION-C            XXX.XX      ZZZ.ZZ       hhhh.hh

TSP: LOAN                       VVV.VV
     LOAN 1                                 eee.ee                   5555.55 LOAN wwwwwwww.ww
     LOAN 2                                 fff.ff                   6666.66 LOAN xxxxxxxx.xx

TSP: 1% CONTRIBUTION                        jjj.jj      lll.ll       ssss.ss
     1% CONTRIBUTION DISTRIBUTION-G         kkk.kk      mmm.mm       tttt.tt
     1% CONTRIBUTION DISTRIBUTION-F         kkk.kk      mmm.mm       tttt.tt
     1% CONTRIBUTION DISTRIBUTION-C         kkk.kk      mmm.mm       tttt.tt

TSP: MATCHING CONTRIBUTION                  ooo.oo      qqq.qq       2222.22
     MATCHING DISTRIBUTION-G                ppp.pp      rrr.rr       3333.33
     MATCHING DISTRIBUTION-F                ppp.pp      rrr.rr       3333.33
     MATCHING DISTRIBUTION-C                ppp.pp      rrr.rr       3333.33

     TAXABLE INCOME: 444,444.44                      CURRENT YEAR BAL: vvvvv.vv










                              SUBJECT TO PRIVACY ACT OF 1974
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See Next Page for Data Elements

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 5/5

A. Pay Block: Processing
B. Employee Name(Last, First, MI, Gen)
C. SSN
D. Retirement Plan
E. TSP: Employee Status Code
F. TSP: Employee Status Date
G. TSP: Vesting Period
H. TSP: SCD
I. Salary: Scheduled
J. Salary: Annual
K. Gross Earnings: Normal
L. TSP: Separation Code
M. TSP: Separation Date
N. TSP: Elected Amount of Ded
O. TSP: Elected Rate of Ded
P. TSP: Elected Rate of Distr (3)
U. TSP: CY Ded Normal
V. TSP: Loan Ded Normal
p. TSP: Govt Match Amt G,F,C-Fund
q. TSP: Govt Matching Adj Tot
r. TSP: Govt Match Adj G,F,C-Fund
s. TSP: Govt Basic Contr YTD
t. TSP: Govt Basic Amt Distr YTD (1,2,3)
v. TSP: Current Year Balance
w. Account Number
x. Account Number
2. TSP: Govt Matching Contr YTD
3. TSP: Govt Match Contr Distr YTD (1,2,3)
4. Taxable Earnings: YTD
5. TSP: Loan Ded 1 YTD
6. TSP: Loan Ded 2 YTD
7. TSP: Eligibility Date
8. Empl Trnsfr In YTD TSP Ded Amt
*a. Pay Period Number
*b   If the user designates a Facility Code, the
     Facility Name will be derived from the
     Facility Table
*c   Facility Code

REPORT 100   T & A REPORTED HOURS (REPORT 1 OF 2)   PAYROLL

PURPOSE: To provide pay period hours worked and leave taken by category as reported on the Time and Attendance records.

CONTENT: All active employees

SEQUENCE: Selective by Center, Pay Block: Processing, Employee Name (and SSN) or Pay Block: Processing, SSN
                  Totals by every 100 employees within a Pay Block, Pay Block: Processing and Center
                  Page breaks by Hundreds totals within Pay Block, Pay Block: Processing, Center

```
                                 SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  100                 NASA PERSONNEL AND PAYROLL SYSTEM                        PAGE:
SEQUENCE BY:                         INSTALLATION NAME                                   DATE:
                                   iiiiiiiiiiiiiiiiiii                                   TIME:
                                    T & A REPORTED HOURS
                                       AS OF MM/DD/YY
PB  ORG    SSN           FACILITY   SH WK REG/HRS OT/HRS  NT/DIF  CMP/ERN CRD/ERN REL/ERN HOL/WK ANL/LV SCK/LV COU/LV  NOT
NAME                                      ADM/LV  HAZ/DTY SUN/DIF CMP/TM  CRD/HRS REL/HRS HOL/LV EXC/LV COP    RST/HRS EQUAL
                                         LWOP    AWOL    SUSP            HOM/HRS JRY/LV  GRD/LV MIL           TIME OFF 80 HOURS
--- ---    ---           --------   ----- ------- ------- ------  ------- ------- ------ ------ ----- ------ ------- ------
AA  BBBBB  CCC-CC-CCCC      j       D E   FFF.FF  GGG.GG  HHH.HH  III.II  JJJ.JJ  KKK.KK LLL.LL OOO.OO PPP.PP 555.55   7
6666666666666666666666666666666666666     XXX.XX  NNN.NN  MMM.MM  QQQ.QQ  RRR.RR  444.44 VVV.VV 111.11 222.22 WWW.WW
                                         SSS.SS  TTT.TT  UUU.UU          999.99  YYY.YY ZZZ.ZZ 333.33        111.11


* Hun   aaa  T & A                        bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb
                                          bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb bbbb.bb
                                          bbbb.bb bbbb.bb bbbb.bb         bbbb.bb bbbb.bb bbbb.bb bbbb.bb



 PAYBLOCK  AA            cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc
                         cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc cccccc.cc
                         cccccc.cc cccccc.cc cccccc.cc           cccccc.cc cccccc.cc cccccc.cc cccccc.cc
 TOTAL NUMBER REPORTED T & A   > dddddd
 TOTAL NUMBER MISSING  T & A   > eeeeee


 CENTER                  ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff
 TOTALS                  ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff ffffff.ff
                         ffffff.ff ffffff.ff ffffff.ff           ffffff.ff ffffff.ff ffffff.ff ffffff.ff
 TOTAL NUMBER REPORTED T & A   > gggggg
 TOTAL NUMBER MISSING  T & A   > hhhhhh




                                 SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. Organization: Assigned
C. SSN
D. Shift Worked Week 1, 2
E. '1' or '2' (literal, Week 1, 2)
F. Regular Hours: Week 1,2
G. Overtime: Hours Week 1,2
H. Night Differential: Hrs Week 1,2
I. Comp Time: Earned Week 1,2
J. Credit Hours: Earned Week 1,2
K. Comp Time: Relig Earned Week 1,2
L. Holiday Hours: Week 1,2
M. Sunday Diff: Hours Week 1,2
N. Hazardous Hours: Week 1,2
O. Annual Leave: Used Week 1,2
P. Sick Leave: Used Week 1,2
Q. Comp Time: Used Week 1,2
R. Credit Hours: Used Week 1,2
S. LWOP: Used Week 1,2
T. AWOL: Used Week 1,2
U. Suspension: Used Week 1,2
V. Holiday Leave: Used Week 1,2
W. Restored Leave: Used Week 1,2
X. Administrative Leave: Used Wk 1,2

Y. Jury Leave: Used Week 1,2
Z. Graduate Leave: Used Week 1,2
1. Excused Leave: Used Week 1,2
2. COP Leave: Used Week 1,2
3. Military Leave: Used Week 1,2
4. Comp Time: Relig Used Week 1,2
5. Court Leave: Used Week 1,2
6. Employee Name (Last, First, MI, Gen)
7. If Employee Hours < 80.00:
   'PT'   if Work Schedule = 'P'
   'FURLGH' if Duty Status = 'F'
   'NEW' if New Employee Indicator = 'Y'
   'TERM' if Duty Status = 'Z'
   'ERROR' if T & A: Status = 'E'
   'IRREGU' if T & A: Status = 'G'
   and Tour From and To Hours = zero

   If Employee Hours > 0:
   'FF/LE' if Tour of Duty: Uncommon Hours
   not = 0

   If Employee Hours > 80.00:
   'ERROR' if T&A: Status = 'E'
9. Home Leave: Used Week 1,2
a. Hundred Employee Counts

See Next Page for Employee Hours

b. Hundred Total Hours for each Reported Hours category
c. Pay Block Total Hours for each Reported Hours category
d. Pay Block Employee Counts with T & A record
e. Pay Block Employee Counts without T & A
f. Center Total Hours for each Reported Hours category
g. Center Employee Counts with T & A record
h. Center Employee Counts without T & A record
i. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
j. Facility Code
l. T & A Rpt Oth Lv Hrs (*) for Time Off Awards

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Reactivation Indicator not equal 3 or 2 (active for pay)
- Facility Code equals user designated facility code if entered

T & A REPORTED HOURS
DATA ELEMENTS
REPORT 100, 1/2

Employee Hours   =   Regular Hours: Week 1
Regular Hours: Week 2

+

Annual Leave: Used Week 1
Annual Leave: Used Week 2

+

Sick Leave: Used Week 1
Sick Leave: Used Week 2

+

Comp Time: Week 1
Comp Time: Week 2

+

LWOP: Used Week 1
LWOP: Used Week 2

+

Suspension: Used Week 1
Suspension: Used Week 2

+

AWOL: Used Week 1
AWOL: Used Week 2

+

Holiday Leave: Used Week 1
Holiday Leave: Used Week 2

+

Restored Leave: Used Week1
Restored Leave: Used Week 2

+

* Court Leave: Used Week 1
  Court Leave: Used Week 2

+

* Graduate Leave: Used Week 1
  Graduate Leave: Used Week 2

+

* Excused Leave: Used Week 1
  Excused Leave: Used Week 2

+

* Administrative Leave: Used Week 1
  Administrative Leave: Used Week 2

+

T & A REPORTED HOURS
DATA ELEMENTS
REPORT 100, 1/2

* Jury Leave: Used Week 1
  Jury Leave: Used Week 2

+

* COP Leave: Used Week 1
  COP Leave: Used Wek 2

+

* Comp Time: Relig Used Week 1
  Comp Time: Relig Used Week 2

+

* Military Leave: Used Week 1
  Military Leave: Used Week 2

+

* Home Leave: Used Week 1
  Home Leave: Used Week 2

+

* Credit Hours: Used Week 1
  Credit Hours: Used Week 2

* T&A: Rpt Oth Lv Hrs (*)
  If T&A: Other Leave Code = "T"

* Up to 4 of these each week.

REPORT 100   **T & A REPORTED HOURS (REPORT 2 OF 2)**   PAYROLL

PURPOSE: To list employees who do not have the Time and Attendance records

CONTENT: Employees without T & A record

SEQUENCE: Selective by Center, Pay Block: Processing, Employee Name or Center, Pay Block: Processing, SSN
                Page break by Center, Pay Block: Processing

```
                                      SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  100                     NASA PERSONNEL AND PAYROLL SYSTEM                           PAGE:
SEQUENCE BY:                               INSTALLATION NAME                                    DATE:
                                        HHHHHHHHHHHHHHHHHHHHH                                   TIME:
                                        T & A REPORTED HOURS
                                          AS OF MM/DD/YY

                                   MISSING T & A CARDS FOR PAYBLOCK  AA

   SSN         FACILITY  ORGAN.  WEEK  SHIFT   T A DIST.   EMPLOYEE NAME
 BBB-BB-BBBBB     I      CCCCC    D      E        F        GGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG













                                      SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Organization: Assigned
D. '1' or '2' (literal, week 1 or 2)
E. Shift Worked Week 1, or 2
F. T & A: Distribution Code
G. Employee Name (Last, First, MI, Gen)
H. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
I. Facility Code

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation Code equal to user designated center code
- T & A: Status = 'M' (Missing)
- Facility Code equals user designated facility code if entered

REPORT 103   NET PAY DISPOSITION REGISTER (NON-EFT)   PAYROLL

PURPOSE: To provide documentation of net pay issued this period.

CONTENT: Employees not participating in DD/EFT.

SEQUENCE: Selective by Center, Pay Block: Processing, Employee Name or Center, Pay Block:
                Processing, SSN
                Totals by Pay Block: Processing, Center
                Page break by Pay Block: Processing, Center

```
                                      SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  103                    NASA PERSONNEL AND PAYROLL SYSTEM                         PAGE:
SEQUENCE BY:                              INSTALLATION NAME                                  DATE:
                                    HHHHHHHHHHHHHHHHHHHHHHHHHHH                               TIME:
                                  NET PAY DISPOSITION REGISTER (NON-EFT)
                                          AS OF MM/DD/YY

PB  SSN           AMOUNT          ADDRESS LINE 1                     ADDRESS LINE 2           ADDRESS LINE 3       ZIP
FACILITY    NAME

AA BBB-BB-BBBB   CC,CCC,CCC.CC EEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE EEEEEEEEEEEEEEEEEEEE EEEEEEE
I           DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD


01  123-45-6789     1,486.68  6987 ST. CHRISTOPHER           APT. 200                         SHADYNOOK,TX        772070000
M           BRANDYWINE, LAMEAL L.





PAYBLOCK TOTALS
TOTAL EMPLOYEES       FF,FFF
TOTAL DOLLARS     GGG,GGG,GGG.GG


CENTER TOTALS
TOTAL EMPLOYEES      F,FFF,FFF
TOTAL DOLLARS   G,GGG,GGG,GGG.GG










                                      SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Net Earnings: B/W + Award: Net Earnings
D. Employee Name (Last, First, MI, Gen)
E. If Office Check = 'Y'
   '* Office Check'
   else
   Address: Check Mailing

F. Pay Block: Processing and Center Employee Counts
G. Pay Block: Processing and Center Total of C
H. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
I. Facility Code

SELECTION CRITERIA:
Include all employees with the following criteria:
- Installation code equals user designated center code
- Net Pay: Disposition Code not equal 2
- Net Earnings: B/W not equal 0 or Award: Amount > 0 (if Award: Local Check = 'B')
- Facility Code equals user designated facility code if entered

REPORT 418   **W2 FORM - WAGE & TAX STATEMENT (REPORT 1 OF 3)**   PAYROLL

PURPOSE: To provide employees with a wage and tax statement for filing with Federal, State, and Local
                  taxing authorities.

CONTENT: Each employee with earnings run yearly.
                  Report produced for employees separated in the current pay period.
                  Report produced for all employees with YTD Gross Earnings or PCS travel earnings at Pay
                  Year End.

SEQUENCE: By Employee HIT/FICA Earnings (HIT only, FICA only, Both HIT and FICA), SSN, Entities
                  1) Installation Code, Facility Code, Duty Status, Organization Assigned, Name
                  2) Active/Inactive, Organization Assigned, Name
                  3) State Code, Name
                  4) Zip Code, SSN
                  5) T & A Distribution Code Name
                  6) Duty Status, Organization Assigned, SSN
                  7) Duty Status, Organization Assigned, Employee Number
                  8) Installation Code, Pay Block, SSN

See Next Page for Data Elements

**W2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 1/3**

An Entity refers to one of the following: Current State, Current City, Current County, Former State 1, Former State 2, Former State 3, Former City 1, Former City 2, Former City 3, Former County 1, Former County 2, Former County 3.

a.   Control Number (A sequential number starting with 1)

b.   Installation: Fed Tax W2 ID

c.   Installation: Name,
        Installation: Address

d.   SSN

e.   Employee Name (First, MI, Last, Genealogical Suffix), Address: Mailing

1.   Gross Earnings: YTD (minus the total Royalty payments received during the year) +
                 PCS: Erngs Subj Fed Tax YTD - TSP: CY YTD

2.   Federal Tax: YTD + PCS: Federal Tax Withheld YTD

3.   FICA: Earnings YTD

4.   FICA: YTD

5.   HIT: Earnings YTD

6.   HIT: YTD

9.   EIC: YTD

13a.   Box 13 has a maximum of 3 "D" codes.
        If an employee has more than 3 codes, an additional W2 is produced.

        A "D" code is produced if 1 of the following fields > 0:
        TSP: CY YTD, State Tax: TSP CY Ded YTD, City Tax: TSP CY Ded YTD,
        County Tax: TSP CY Ded YTD, State Tax: Former TSP YTD,
        City Tax: Former TSP YTD, County Tax: Former TSP YTD.

13b.   A literal is produced to identify each "D" code.
        The literal is "FED" if TSP: CY YTD > 0
        or
        the literal is 1 of the following fields, whichever is not blank:
        State Tax: Code, Local Tax Entity: Code, State Tax: Former Code YTD,
        City Tax: Former Code YTD, County Tax: Former Code YTD.

13c.   A "P" code is produced if PCS: Earnings Not Subject to Tax YTD > 0.

15c.   'X' If Retirement Plan = '1','6','R','T','C','E','K','M',

15g.   'X' If TSP: CY YTD > 0

16.   State = State Tax: Code or Former State Tax: Code

        Employer's State I.D. No = *State Employer ID Table Lookup based on State

17.   = State Tax: Erngs YTD + PCS: Erngs Subj State Tax YTD
        = State Tax: Former Earnings YTD + PCS: Frmr Earn Subj St Tax YTD

18.   = State Tax: YTD + PCS: State Tax Withheld YTD
        = State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD

W2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 1/3

19.   = City Name
                    *Tax Table Look Up Depending On City Tax: Code
            = Former City Name
                    *Tax Table Look Up Depending On City Tax: Former Code
            = County Name
                    *Tax Table Look Up Depending On County Tax: Code
            = Former County Name
                    *Tax Table Look Up Depending On County Tax: Former Code

20.   = Local Tax Entity: YTD Earned(2) + PCS: Erngs Subj City Tax YTD
            = City Tax: Former Earnings YTD   + PCS: Frmr Earn Subj City Tax YTD
            = Local Tax Entity: YTD Earned(1) + PCS: Erngs Subj County Tax YTD
            = County Tax: Former Earnings YTD + PCS: Frmr Earn Subj Cnty Tax YTD

21.   = Local Tax Entity: YTD WH(2) + PCS: City Tax Withheld YTD
            = City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
            = Local Tax Entity: YTD WH(1) + PCS: County Tax Withheld YTD
            = County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD

SELECTION CRITERIA

Note: Option To Run Either Bi-weekly Or End-Of-Year

Includes employees with following criteria:
- Installation Code equal to user designated Center Code
- (1) Inactive Employees:
- Reactivation Indicator   = 0
- Duty Status   = 'Z'
- Termination Date   > = Pay Cntl: Current PP Begin Date
- Gross Earnings: YTD not   = 0
   (2) All Employees:
- Gross Earnings: YTD not   = 0

REPORT 418   W2 FORM - WAGE & TAX STATEMENT (REPORT 2 OF 3)   PAYROLL

PURPOSE: To list employees who need to be edited when generate W-2 form.

CONTENT: List employees who do not have earnings or some special cases which are listed in selection
                  criteria.

SEQUENCE: By Pay Block: Processing, SSN

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  418                     NASA PERSONNEL AND PAYROLL SYSTEM                     PAGE:
SEQUENCE BY:                             INSTALLATION NAME                                DATE:
                                        EDIT LISTING REPORT                              TIME:
                                         AS OF MM/DD/YY

PAY   EMPLOYEE                                   RET FICA  EMPL
BLK    NUMBER    ORGN   EMPLOYEE NAME               CODE  STATUS           EDIT MESSAGE
---   --------   ----   -------------            -------- ------      ------------ 9/21/89   418
AA    BBB-BB-BBBB CCCCC  DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD    E     F    GGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG


02    000-00-0047 CG     JACK T CORDE                       K          EMPLOYEE WITH NO YTD GROSS EARNINGS
02    000-00-0067 EV     KATHY P JONES                      2          EMPLOYEE WITH YTD FICA DEDUCTION AND NO YTD FICA EARNINGS




   H,HHH,HHH   EMPLOYEE'S RECORDS INPUT
```

```
                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Organization: Assigned
D. Employee Name (first,Mi,last)
E. Retirement Plan
F. Duty Status
G. Message
H. Total Employee Counts

SELECTION CRITERIA:
Include all employees with the following
criteria:
- Installation code equals user designated
  center code
- Gross Earnings: YTD = 0
  or
  FICA: YTD > 0 and FICA: Earnings
  YTD = 0
  or

FICA: Earnings YTD > 0 and FICA:
YTD = 0
or
HIT: YTD > 0 and HIT: Earnings
YTD = 0
or
HIT: Earnings YTD > 0 and HIT:
YTD = 0

REPORT 418   **W-2 FORM - WAGE & TAX STATEMENT (REPORT 3 OF 3)**   PAYROLL

PURPOSE: To provide W-2's Statistics.

CONTENT: W-2's Counts and Totals.

SEQUENCE: N/A

```
REPORT NO:  418                        NASA PERSONNEL AND PAYROLL SYSTEM                  PAGE:
SEQUENCE BY:                                 INSTALLATION NAME                            DATE:
                                                                                         TIME:
                                        W-2'S EDIT REPORT AND STATISTICS
                                              AS OF MM/DD/YY
                         ----------------------------------------------------

                         EMPLOYEES WITH HIT (MQFE) ONLY        =    A,AAA,AAA
                         EMPLOYEES WITH HIT (MQFE) AND FICA    =    F,FFF,FFF
                         EMPLOYEES ON FILE                     =    D,DDD,DDD

                         ----------------------------------------------------

                         EMPLOYEES WITH NO GROSS              =    E,EEE,EEE
                         TOTAL EMPLOYEE W-2 FORMS             =    C,CCC,CCC

                         ----------------------------------------------------

                         TTL EMPLOYEE COMPENSATION (NOT DEF) = GGG,GGG,GGG.GG
                         TOTAL DEFERRED COMPENSATION         = HHH,HHH,HHH.HH
                         FEDERAL TAX WITHHELD                 =  III,III,III.II

                         ----------------------------------------------------

                         TOTAL HOSP. INS. TAX WAGES          = JJJ,JJJ,JJJ.JJ
                         TOTAL HOSP. INS. TAX DEDUCTED        = KKK,KKK,KKK.KK

                         ----------------------------------------------------

                         TOTAL FICA WAGES                    = LLL,LLL,LLL.LL
                         TOTAL FICA DEDUCTED                 = MMM,MMM,MMM.MM

                         ----------------------------------------------------

                         TOTAL STATE TAX EARNINGS            = NNN,NNN,NNN.NN
                         TOTAL STATE TAX DEDUCTION           = OOO,OOO,OOO.OO

                         TOTAL COUNTY TAX EARNINGS           = PPP,PPP,PPP.PP
                         TOTAL COUNTY TAX DEDUCTION          = QQQ,QQQ,QQQ.QQ

                         TOTAL CITY TAX EARNINGS             = RRR,RRR,RRR.RR
                         TOTAL CITY TAX DEDUCTION            = SSS,SSS,SSS.SS
                         ----------------------------------------------------

                         TOTAL EARNED INCOME CREDIT          = TTT,TTT,TTT.TT

                         ----------------------------------------------------


                         TOTAL EMPLOYEE COMPENSATION
                                 INCLUDES NON-PAY SUBJ WH   = UUU,UUU,UUU.UU
                                 AND NON-PAY NOT SUBJ TO WH  = VVV,VVV,VVV.VV
```

See Next Page For Data Elements

W-2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 3/3

A.   W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0

C.   Total W-2 Form Counts

D.   Total Employee Counts

E.   Employee Counts if Gross Earnings: YTD = 0

F.   Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0

G.   Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD

       + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)

H.   Total Of TSP: Cy YTD

I.   Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)

J.   Total Of HIT: Earnings YTD

K.   Total Of HIT: YTD

L.   Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)

M.   Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)

N.   Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD

       + PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)

O.   Total Of (State Tax: YTD + PCS: State Tax Withheld YTD

       + State Tax: Former W/H YTD (1-3)

       + PCS: Frmr W/H Subj St Tax YTD (1-3))

P.   Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)

       + PCS: Frmr Ern Subj Cnty Tax YTD (1-3))

Q.   Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)

       + PCS: Frmr W/H Subj Cnty Tax YTD (1-3))

R.   Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)

       + PCS: Frmr Ern Subj City Tax YTD (1-3))

S.   Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3)

       + PCS: Frmr W/H Subj City Tax YTD (1-3))

T.   Total Of EIC: YTD

U.   Total Of PCS: Erngs Subj Fed Tax YTD

V.   Total Of PCS: Erngs Not Subj Tax YTD

REPORT 305   **FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS**   PAYROLL
                   REPORT

PURPOSE: To be used by the Human Resources Office to identify individuals needing to be put on official
                 LWOP by issuing an SF 50.

CONTENT: All active employees who reported zero base hours this pay period.

SEQUENCE: By Center, FTE Line Item, Organization: Assigned, and SSN.
                 Page break by Center.

```
                                        SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  305                       NASA PERSONNEL AND PAYROLL SYSTEM                        PAGE:
SEQUENCE BY:                               INSTALLATION NAME                                   DATE:
                            FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT            TIME:
                                           AS OF MM/DD/YY

SSN         NAME                            ORG.A    FTE    WK.SCH.    BASE HRS.    NCC    PLAN    STEP      NE
                                                                      O.T. HRS.    OCC    GRADE   POSTYPE   DTY STA

AAAAAAAAA   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBB   CCCCC    DD     E          FFF.FF      H      II      JJ        K
                                                                       LLLL.LL     NNNNN  OO      P         Q


















                                        SUBJECT TO PRIVACY ACT OF 1974
```

A. SSN	F. Base Hours: B/W =	SELECTION CRITERIA:
B. Employee Name (Last, First, MI, Gen)	Regular Hours: B/W	Include all employees with the following
C. Organization: Assigned	+ Annual Leave: used B/W	criteria:
D. FTE Line Item	+ Sick Leave: used B/W	- Installation code equal to user designated
E. Work Schedule Code	+ Comp Time: used B/W	center code
H. NASA Classification Code	+ Holiday Leave: used B/W	- Duty Status not equal 'Z' or 'L'
(first digit only)	+ Restored Leave: used B/W	- Work Schedule Code not equal 'I'
I. Pay Plan	+ Military Leave: Hours used B/W	- Regular Hours: B/W <= 0
J. Step	+ Comp Time: Relig used B/W	- Annual Leave: used B/W <= 0
K. New Employee Indicator	+ Administrative Leave: used B/W	- Sick Leave: used B/W <= 0
L. Overtime: Hours B/W	+ Excused Leave: used B/W	- Comp Time: used B/W <= 0
+ Overtime: Hours Adjustment	+ Cop Leave: Hours used B/W	- Holiday Leave: used B/W <= 0
N. Occupational Code	+ Graduate Leave: used B/W	- Restored Leave: used B/W <= 0
O. Grade: Current	+ Jury Leave: used B/W	- Military Leave: used B/W Hours <= 0
P. Position: Type	+ Court Leave: used B/W	- Comp Time: Relig used B/W <= 0
Q. Duty Status	+ Credit Hours: used B/W	- Administrative Leave: used B/W <= 0
	+ Home Leave: Hours used B/W	- Excused Leave: used B/W <= 0
		- Cop Leave: Hours used B/W <= 0
		- Graduate Leave: used B/W <= 0
		- Jury Leave: used B/W <= 0
		- Court Leave: used B/W <= 0
		- Credit Hours: used B/W <= 0
		- Home Leave: Hours used B/W <= 0

REPORT 306   FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT   PAYROLL

PURPOSE: To provide information to aid the Human Resources Office in monitoring the FTE budget.

CONTENT: New and RTD employees.

SEQUENCE: By Center, FTE Line Item, SSN
                 Page break by Center

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  306                   NASA PERSONNEL AND PAYROLL SYSTEM                        PAGE:
SEQUENCE BY:                             INSTALLATION NAME                                 DATE:
                               FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT                TIME:
                                           AS OF MM/DD/YY

SSN          NAME                          ORG.A   FTE   WK.SCH.   BASE HRS.   NOAC    NCC    PLAN    STEP      NE
                                                                  O.T. HRS.   EFFDTE   OCC    GRADE   POSTYPE

AAAAAAAAA    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBB CCCCC    DD     E      FFFFFF.FF   GGGGG    H      II      JJ        K
             QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ         LLLL.LL   MM/MM/MM  NNNNN  OO      P





















                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. SSN
B. Employee Name(Last, First, MI, Gen)
C. Organization: Assigned
D. FTE Line Item
E. Work Schedule Code
G. Nature of Action: Code
H. NASA Classification Code
    (first digit only)
I. Pay Plan
J. Step
K. New Employee Indicator
L. Overtime: Hours B/W
    + Overtime: Hours Adjustment
M. Effective Date
N. Occupational Code
O. Grade: Current
P. Position: Type
Q. If Nature of Action: Code = blank:
    'ERROR NO PER HISTORY FOR
    ABOVE EMPLOYEE' (literal, error
    message)

F. Base Hours: B/W =
    RegularHours: B/W
    + Annual Leave: used B/W
    + Sick Leave: used B/W
    + Comp Time: used B/W
    + Holiday Leave: used B/W
    + Restored Leave: used B/W
    + Military Leave: Hours used B/W
    + Comp Time: Relig used B/W
    + Administrative Leave: used B/W
    + Excused Leave: used B/W
    + Cop Leave: Hours used B/W
    + Graduate Leave: used B/W
    + Jury Leave: used B/W
    + Court Leave: used B/W
    + Credit Hours: used B/W
    + Home Leave: Hours used B/W

SELECTION CRITERIA:
Include all employees with the following
criteria:

For RTD employees: (from PER-HISTORY
file)
- Installation Code equal to user designated
   center code
- Pay Period Beginning Date <= Effective
   Date <= Pay Period Ending Date
- Nature of Action: Code = '292'

For NEW employees: (from PAY-MASTER
file)
- Installation Code equal to user designated
   center code
- New Employee Indicator = 'Y'

REPORT 307   FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT   PAYROLL

PURPOSE: To be used by the Human Resources Office to track and control the center's civil service staffing.

CONTENT: Employees who have separated this pay period.

SEQUENCE: By Center, FTE Line Item, SSN

```
                                SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  307                 NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
SEQUENCE BY:                          INSTALLATION NAME                             DATE:
                            FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT           TIME:
                                        AS OF MM/DD/YY

SSN          NAME                       ORG.A   FTE   WK.SCH.   BASE HRS.   NOAC    NCC    PLAN    STEP
                                                                O.T. HRS.           OCC    GRADE   POSTYPE
---          ----                       -----   ---   -------   ---------   ------  ---    -----   ------
AAAAAAAAA    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB   CCCCC   DD     E        FFF.FF    GGGGG    H       II      JJ
                                                                LLLL.LL           NNNNN    OO      P




                                SUBJECT TO PRIVACY ACT OF 1974
```

A. SSN
B. Employee Name (Last, First, MI, Gen)
C. Organization: Assigned
D. FTE Line Item
E. Work Schedule Code
G. Termination Code
H. NASA Classification Code
    (first digit only)
I. Pay Plan
J. Step
L. Overtime: Hours B/W
    + Overtime: Hours Adjustment
N. Occupational Code
O. Grade: Current
P. Position: Type

F. Base Hours: B/W =
Regular Hours: B/W
    + Annual Leave: used B/W
    + Sick Leave: used B/W
    + Comp Time: used B/W
    + Holiday Leave: used B/W
    + Restored Leave: used B/W
    + Military Leave: Hours used B/W
    + Comp Time: Relig used B/W
    + Administrative Leave: used B/W
    + Excused Leave: used B/W
    + Cop Leave: Hours used B/W
    + Graduate Leave: used B/W
    + Jury Leave: used B/W
    + Court Leave: used B/W
    + Credit Hours: used B/W
    + Home Leave: Hours used B/W

SELECTION CRITERIA:
Includes all employees with the following criteria:
-   Installation Code equal to user designated center code
-   Duty Status = 'Z'
-   Reactivation Indicator = 0 (active for pay)

REPORT 500 **NON-EFT TAPE LISTING (PAGE 1 OF 2)** PAYROLL

PURPOSE: To produce a listing from the non-EFT tape data.

CONTENT: Employee non-EFT net pay details and miscellaneous payments and installation level payments.

SEQUENCE: By Center.

```
                                   SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB6111/R2299-01        TRANSMISSION TAPE LISTING                   07/31/90
                                      INSTALLATION NAME                     PAGE:   1

                                   EMPLOYEE NON-EFT NET PAY           JULIAN DATE  d
                                        AS OF 06/26/90


EMPLOYEE NAME/                        ADDRESS LINE 1         ADDRESS LINE 2
   PERSONAL PAYMENTS     AMOUNT       PAYEE                  ADDRESS LINE 3           ZIP        SSN
-------------------     ------       -------------          -------------           ---        ---

      B                   C              E                        E                              I
                                                                  E                   E

      B                   C          * PAY OFFICE CHECK *                                        I

      B                   A          * AWARD *                                                   I


INSTALLATION-LEVEL PAYMENTS
--------------------------

   NEBA CONTRIBUTION      O              Q                        Q
                          P                                       Q              Q

   UNION CONTRIBUTION     R              T                        T                              U
                          S                                       T              T

   CFC CONTRIBUTION       V              X                        X
                          W                                       X              X             Y

DISCRETIONARY ALLOTMENTS
-----------------------


      B                   F              G                                                      I
                                        D                        G              G

      B                   H              K                                                      I
                                        J                        K              K

      B                   L              N                                                      I
                                        M                        N              N


SEGMENT RECORD          a                      Z  ENTRIES
JOB RECORD              a                      Z  ENTRIES






                                   SUBJECT TO PRIVACY ACT OF 1974
```

Report Continues on Next Page

REPORT 500   NON-EFT TAPE LISTING (PAGE 2 OF 2)   PAYROLL

PURPOSE: To produce a listing from the non-EFT tape data.

CONTENT: Employee non-EFT net pay details and miscellaneous payments and installation level
                payments.

SEQUENCE: By Center

```
REPORT NO:  NAB6111/R2299-02                TRANSMISSION TAPE STATISTICS            PAGE:   1
                                     ********** PAYROLL VERIFICATION INFO ***********

                                     EMPLOYEE NON-EFT NET PAY                    JULIAN DATE  d
                                           AS OF 06/26/90
                                           --------------

                        REGULAR
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        AWARDS
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        TOTAL
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c


                                     PERSONAL PAYMENTS OF EMPLOYEE
                                           AS OF 06/26/90                        JULIAN DATE  d
                                           --------------

                        CHILD SUPPORT
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        BANKRUPTCY
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        U. S. DEBT
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        COMMERCIAL GARNISHMENTS
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c


                        TOTAL
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                                     INSTALLATION LEVEL PAYMENTS
                                           AS OF 06/26/90                        JULIAN DATE   d
                                           --------------

                        FED. TAX  PAYMENTS
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        UNION DUES
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        NEBA
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        CFC CONTRIBUTIONS
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c

                        TOTAL
                             NUMBER OF CHECKS        b
                             DOLLAR VALUE            c



                        GRAND TOTAL
                             NUMBER OF CHECKS        z
                             DOLLAR VALUE            a
```

See Next Page For Date Elements

NON-EFT TAPE LISTING
DATA ELEMENTS
REPORT 500

If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check = Blank

B.	Employee Name (First, Last, MI, Gen)
C.	Net Earnings: B/W + Award: Net Earnings
E.	Address: Check Mailing
I	SSN

If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check not = Blank

B.	Employee Name (Last, First, MI, Gen)
C.	Net Earnings: B/W+ Award: Net Earnings
I.	SSN

If Award: Amount not = 0 and Award: Local Check = 'Y'

A.	Award: Net Earnings
B.	Employee Name (Last, First, MI, Gen)
I.	SSN

For all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

A.	Award Net Amount
B.	Award Recipient Name (Last, First, MI, Gen)
I.	Award Recipient SSN

If Child Support: B/W not = 0

B.	Employee Name (Last, First, MI, Gen)
D.	Child Support: Payee Name
F.	Child Support: B/W
G.	Child Support: Acy Addr
I.	SSN

If Bankruptcy: B/W not = 0

B.	Employee Name (Last, First, MI, Gen)
H.	Bankruptcy: B/W
J.	Bankruptcy: Agency Name
K.	Bankruptcy: Agency Addr
I.	SSN

If Indebtedness Due U.S.: B/W not = 0

B.	Employee Name (Last, First, MI, Gen)
L.	Indebtedness Due U.S.: B/W
M.	Indebtedness Due U.S.: Acy Name
N.	Indebtedness Due U.S.: Acy Addr
I.	SSN

**NON-EFT TAPE LISTING
DATA ELEMENTS
REPORT 500**

If Empl Grnsh Crnt Ded Amt not = 0

        B.   Employee Name (Last, First, MI, Gen)

        L.   Empl Grnsh Crnt Ded Amt

        M.   Empl Grnsh Crdtr Name

        N.   Empl Grnsh Crdtr Addr

        I.   SSN

If total of NEBA: Total B/W not = 0 in that NEBA Chapter

        O.   Total of (NEBA: Total B/W)

        P.   Installation: NEBA Name

        Q.   Installation: NEBA Check Addr

If Union Code not = 0 and Total of Union Dues: B/W not = 0 in that Union

        R.   Total of Union Dues: B/W in that Union

        S.   Union: Name

        T.   Union: Addr

        U.   Union: Local Num

If CFC: Agency Code not = Blank and Total of CFC: B/W not = 0 in that CFC

        V.   Total of CFC: B/W in that CFC

        W.   CFC: Name

        X.   CFC: Addr

        Y.   CFC: Chapter

Z.   Counts of Checks

a.   Total of (C + A + F + H + L + O + R + V)

b.   Counts of checks in each category

c.   Total of Amts in each category

d.   Pay Cntl: Current PP Ending Date (Julian Format)

SELECTION CRITERIA

- Installation Code equals user designated center code

REPORT 5101B   EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK   PAYROLL

PURPOSE: To provide a T & A Processing Report showing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: <u>Center</u> , Pay Block: Processing, SSN
                  Page breaks by Pay Block<u>and Center</u>
                  Totals by Pay Block and/or Hundreds

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB5101B          NASA PAYROLL AND PERSONNEL SYSTEM                 PAGE:
SEQUENCED BY:                        INSTALLATION NAME                         DATE:
                                                                              TIME:
                              11111111111111111111
                                    EDIT UPDATE
                            T & A PROCESSING FOR PAY BLOCK C
                                   AS OF 89/09/23


AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA    m    iiiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA    m    iiiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB@BBBBBBBBBBBBBBBBBBBBBBBBBBBB

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA    m    iiiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB



PAY BLOCK C    TAR    D   -    EMPLOYEE  E   THRU  F

REG          G      OT        H      NITE    I       CT RN      J      CRLV RN     K      REL RN   L      HOL WKD   M
AL           N      ST        O      CRLV    P       ADM LV     Q      HAZARD      R      SUNDAY   S      CT TK     T
CRLTK        U      RLTK      V      HLLV    W       EXC LV     X      COP LV      Y      RSR LV   Z      LWOP      b
AWOL         c      SUSP      d      HMLV    e       JRY LV     f      GRAD LV     g      MIL LV   h      TOA LV    n

***   END OF REPORT 4 ***





                              SUBJECT TO PRIVACY ACT OF 1974
```

A. IMFH Transactions (Up to 9 lines)
B. IMFH Messages (Up to 20 lines)
C. Pay Block: Processing
D. Hundredth Number
E. SSN of first employee of the Hundred
F. SSN of last Employee of the Hundred

   NOTE: Following Totals are for every
   hundred employees and/or Pay Block

G. Total of Regular Hours: B/W
H. Total of Overtime: Hours B/W
I. Total of Night Differential: Hours B/W
J. Total of Comp Time: Earned B/W
K. Total of Credit Hours: Earned B/W
L. Total of CompTime: Relig Earned B/W
M. Total of Holiday Hours: B/W
N. Total of Annual Leave: Used B/W
O. Total of Sick Leave: Used B/W

P. Total of Court Leave: Used B/W
Q. Total of Administrative Leave: Used B/W
R. Total of Hazardous Hours: B/W
S. Total of Sunday Diff: Hours B/W
T. Total of TAR-CT-TKN
U. Total of Credit Hours: Used B/W
V. Total of Comp Time: Relig Used B/W
W. Total of Holiday Leave: Used B/W
Y. Total of Excused Leave: Used B/W
Z. Total of Restored Leave: Used B/W
b. Total of LWOP: Used B/W
c. Total of AWOL: Used B/W
d. Total of Suspension: Used B/W
e. Total of Home Leave: Hours B/W
f. Total of Jury Leave: Used B/W
g. Total of Graduate Leave: Used B/W
h. Total of Military Leave: Used B/W Hours
i. Template Name
j. Date

k. Time
l. If the user designates a Facility Code, the
   Facility Name will be derived from the
   Facility Table
m. Facility Code
n. Hours Reported Hundred Total Time Off
   Quantity

SELECTION CRITERIA:
Includes all employees with edit/error messages
<u>for</u> the following
criteria
- Installation code equals user designated
  center code
- Template ID does not equal 'TAEDIT' OR
  'TABATCH'
- Facility Code equals user designated facility
  code if entered

REPORT 505   **GAINS AND LOSSES TO NORMALS FROM PAY BLOCK**   PAYROLL
                    MIGRATION

PURPOSE: To report the changes in the 80-hour normals for each Pay Block from the previous pay period
                  to the new pay period that resulted from Pay Block reassignment.

CONTENT: This stand-alone batch module (run before Pay Block Change - NAB6170) writes report R6071
                  which lists by Pay Block:
                  1. Gains - The new normals of each employee moving into the pay block.
                  2. Losses - The new normals of each employee moving out of the pay block.
                  3. Prior New Normals Totals - The sum of the new normals before gains & losses.
                  4. Net Change - Gains-Losses
                  5. New Normals Totals - The sum of the new normals after gains and losses.

SEQUENCE: By Center

```
                                        SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB6071/R6071               NASA PAYROLL AND PERSONNEL SYSTEM                    PAGE:
                                             INSTALLATION NAME                              DATE:
                                                                                           TIME:
                              GAINS AND LOSSES TO NORMALS FROM PAYBLOCK MIGRATION
                                            PAYBLOCK a


   GROSS              CSRS          HIT         FED TX        CITY TX      LIFE         FEHB         TSP        UNION
   NET                PA/ADJ        FICA        STATE TX      CTY TX       BOND         FERS         LOAN       CFC
   ADV                ALLOT         BANKR       MD            COLA         INDEBT US    CH SUPP      NEBA       CIV/CRD
                      GARNISH

    f         g                                               A

    B              C           D           E             F            G            H            I          J

    K              d           M           N             O            P            Q            R          S

    c              T           U           V             W            X            Y            Z          b

                   e


                                        SUBJECT TO PRIVACY ACT OF 1974
```

A. Subtotal: (refer to Content above)
    Gains
    Losses
    Prior New Normals
    Net Change
    New Normals
B. Gross Earnings: Normal
C. CSRS: Normal
D. HIT: Normal
E. Federal Tax: Normal
F. City Tax: Normal
G. FEGLI: Normal
H. FEHB: Normal
I. TSP: CY Ded Normal
J. Union Dues: Normal

K. Net Earnings: Normal
M. FICA: Normal
N. State Tax: Normal
O. County Tax: Normal
P. Bond: Normal
Q. FERS: Normal
R. TSP: Loan Ded Normal
S. CFC: Normal
T. Voluntary Allot: Normal
U. SB Bankruptcy: Normal
V. CSRS: MIL Dep Normal + FERS: MIL
    Dep Normal
W. Cola: Normal
X. Indebtedness Due U.S.: Normal
Y. Child Support: Normal

Z. NEBA: Normal
a. Pay Block: Processing
b. Civil Service Credit: Normal
c. Empl Norm Adv Pay Ded Amt
d. Foreign Diff: Normal + Retention
    Allowance: Normal + Supervisory Diff:
    Normal + Empl Norm Admn Uctrd OT
    Amt + Empl Norm Staff Diff Amt + Empl
    Norm Local Pay Amt + Availability Pay:
    Norm New
e. Empl Norm Grnsh Ded Amt
f. SSN
g. Name (Last, First, MI)

REPORT 506   **TRANSMISSION TAPE LISTING (PAGE 1 OF 2)**   PAYROLL

PURPOSE: To produce a listing from the EFT tape data.

CONTENT: Employee EFT payments for net pay and allotments.

SEQUENCE: By Center, Routing Number, SSN

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  6090            NASA PAYROLL AND PERSONNEL SYSTEM                      PAGE:
                                   INSTALLATION NAME                               DATE:
                                                                                  TIME:
                           ELECTRONIC FUND TRANSFERS
                               AS OF: 06/26/89

                                                                    JULIAN DATE:

   SOC SEC NO         AMOUNT      EMPLOYEE NAME       ROUTING #     ACCOUNT NO              PAYMENT TYPE

   AAAAAAAAA            B      CCCCCCCCCCCCCCCCCCC        D             E                         F


                                         **** INST ALLOT DOLLARS     G    EMPL ALLOT COUNT    H
                                         **** INST NET DOLLARS       I    EMPL NET COUNT      J


   AAAAAAAAA            B      CCCCCCCCCCCCCCCCCCC        D             E                         F
   AAAAAAAAA            B      CCCCCCCCCCCCCCCCCCC        D             E                         F
   AAAAAAAAA            B      CCCCCCCCCCCCCCCCCCC        D             E                         F
   AAAAAAAAA            B      CCCCCCCCCCCCCCCCCCC        D             E

                                         **** INST ALLOT DOLLARS     G    EMPL ALLOT COUNT    H
                                         **** INST NET DOLLARS       I    EMPL NET COUNT      J
















                                  SUBJECT TO PRIVACY ACT OF 1974
```

A. SSN

B. If Net Pay: Disposition Code = 2 and
   Net Earnings: B/W > 0 or Award: Net
   Earnings > 0 (if Award: Local Check =
   'B'):

   Net Earnings: B/W + Award: Net Earnings

   If Voluntary Allot: B/W > 0 and
   Voluntary Allot: Acct Type = ' ':
   Voluntary Allot: Req'st Amt (1:2)

   If TSP: Loan Ded(1:2) B/W > 0:
   TSP: Loan Ded (1:2) B/W

C. If Net Pay: Disposition Code = 2
   and Net Earnings: B/W > 0 or Award:
   Net Earnings > 0 (if Award: Local
   Check = 'B'):

   Name: First + MI + Last + Suffix

   If Voluntary Allot: B/W > 0 and

Voluntary Allot: Acct Type = ' ':
Voluntary Allot: Req'st Amt (1:2)

If TSP: Loan Ded(1:2) B/W > 0:
"NATIONAL FINANCE CENTER"

D. If Net Pay: Disposition Code = 2 and Net
   Earnings: B/W not = 0 or Award: Net
   Earnings > 0 (if Award: Local Check = 'B'):

   Financial Inst Routing Nbr

   If Voluntary Allot: B/W > 0 and
   Voluntary Allot: Acct Type = ' ':
   Financial Inst Routing Nbr
   (Vol Allot 1:2)

   If TSP: Loan Ded(1:2) B/W > 0:
   Financial Inst Routing Nbr(TSP 1:2)

E. If Net Pay: Disposition Code = 2:
   Account Number + Account Type or SSN

If Voluntary Allot: B/W > 0 and
Voluntary Allot: Acct Type = ' ':
Account Number (Vol Allot 1:2)

If TSP: Loan Ded(1:2) B/W > 0:
Account Number (MER-TSP)

F. If Net Pay: Disposition Code = 2 and Net
   Earnings: B/W not = 0 or Award: Net
   Earnings > 0 (if Award: Local Check =
   'B'):
                        "S"

   If Voluntary Allot: B/W > 0 and
   Voluntary Allot: Acct Type = ' ':
                        "A"

   If TSP: Loan Ded(1:2) B/W > 0:
                        "A"

G. Total of B where F = "A"
H. Count of Entries where F = "A"
I. Total of B where F = "S"
J. Count of Entries where F = "S"

REPORT 506   **TRANSMISSION TAPE LISTING   (PAGE 2 OF 2)**   PAYROLL

PURPOSE: To produce a listing from the EFT tape data.

CONTENT: Employee EFT payments for net pay and allotments.

SEQUENCE: By Center, Routing Number, SSN

```
REPORT NO:  6090              NASA PAYROLL AND PERSONNEL SYSTEM            PAGE:
                                   INSTALLATION NAME                       DATE:
                                                                           TIME:
                                ELECTRONIC FUND TRANSFERS
                                    AS OF: 06/26/89                             JULIAN
 DATE:

   SOC SEC NO         AMOUNT   EMPLOYEE NAME      ROUTING #     ACCOUNT NO          PAYMENT TYPE


                                      TRANSMISSION TAPE STATISTICS

                          *********  PAYROLL VERIFICATION INFO  ********

                                    NUMBER OF CHECKS          K

                                    NUMBER OF PAYMENTS        L

                                    DOLLAR VALUE              M

                          ************************************************

                          *********  PAYROLL READ BACK    INFO  ********

                                    NUMBER OF PAYMENTS        N

                                    DOLLAR VALUE              O

                                    TOTAL RECORDS ON TRAILER  P

                                    TOTAL RECORDS ON TAPE     Q

                          ************************************************

                          ALL READ BACK VALUES BALANCE
```

Note: A - J are on previous page
K. Count of Unique D
L. Total (I + J)
M. Total B
N. Total Records on Tape
O. Total B
P. Trailer Record Count of Data
    Records
Q. Total Records Including Header &
    Trailer

REPORT 506   **TRANSMISSION TAPE LISTING**   PAYROLL

PURPOSE: To produce a listing from the savings bond tape.

CONTENT: Details of employee bond purchases in the current pay period.

SEQUENCE: By Center, Bond Denomination

```
                                        SUBJECT TO PRIVACY ACT OF 1974
   REPORT NO:  NAB6121/R2299-07         NASA PAYROLL AND PERSONNEL SYSTEM               07/31/89
                                              INSTALLATION NAME                         PAGE:  1

                                             BONDS ISSUE TAPE
                                     AS OF 06/26/89 JULIAN DATE 89177


     EMPL SSN        BOND DATE    OWNER NAME      SSN                     PMT       CO-OWNER/BENEFICIARY      SSN
     --------        ---------    ------------------------------------    ---       ----------------------------

        A               B      D       E           F                      G              H                    I


                    TOTAL DENOMS           1




                    TOTAL BONDS            1

















                                        SUBJECT TO PRIVACY ACT OF 1974
```

A. SSN
B. Bond: Interest Accrual Date
D. Bond: Status
E. Bond: Owner Name
F. Bond: Owner SSN
G. Bond: Co-Owner/Beneficiary Cde
H. Bond: Co-Owner/Beneficiary Nme
I. Bond: Co-Owner/Beneficiary SSN

REPORT 506   **TRANSMISSIONTAPE LISTING**   PAYROLL

PURPOSE: To produce a summary from the savings bond tape data.

CONTENT: Summary of bond purchases this pay period.

SEQUENCE: By Center, Bond Denomination

```
REPORT NO:  NAB6121/R2299-07          NASA PAYROLL AND PERSONNEL SYSTEM          07/31/89
                                            INSTALLATION NAME

                                             BONDS ISSUE TAPE                    PAGE:  2
                                      AS OF 06/26/89 JULIAN DATE 89177




                              ********   PAYROLL VERIFICATION INFO *******

                                 BOND VALUE          COUNT
                                 ----------          -----
                                     J                 K
                                     J                 K
                                     J                 K
                                     J                 K
                                     J                 K


                                 TOTAL BOND COUNT      1






    *** END OF REPORT ***
```

J.   Bond: Denominations
K.   Count of Records by Bond: Status

**REPORT 507   FEDERAL RETIREMENT THRIFT SAVINGS PLAN -   PAYROLL
                  CERTIFICATION OF TRANSFER OF FUNDS AND
                  JOURNAL VOUCHER**

PURPOSE: To produce TSP transfer of funds and journal voucher form.

CONTENT: For Current Center:
                  (TSP: Cy Ded Distr B/W, TSP: Py Ded Distr B/W, TSP: Govt Basic Amt Distr B/W,
                  TSP: Govt Matching Distr B/W, TSP: Cy Ded Adj, TSP: Py Ded Amt, TSP: Govt Basic Adj
                  Total, and TSP: Govt Matching Adj Tot not equal 0   and   MER-TSP-SEP-FLAG equal 1)
                  or (MER-TST-EMP-PMT and MET-TSP-PY-LAST-PMT not equal 0)

SEQUENCE: N/A

FEDERAL RETIREMENT THRIFT SAVINGS PLAN
CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER
DATA ELEMENTS
REPORT 507

A.   Installation: Name, Address, City, State, Zip

B.   PAYROLL-OFFICE-NO

C.   Last 2 digits of year in PAY CNTL: TSP EFFECTIVE DATE - TSP Tap Sequence Number (YY-TTTT)

D.   PAY CNTL: CURRENT PP BEGIN DATE

E.   PAY CNTL: CURRENT PP ENDING DATE

F.   PAY CNTL: CURRENT PP ENDING DATE + 10 Days

G.   Count of Employee Data Records if Record Code = '01'

H.   Count of Current Payment Records if Record Code = '11'

I.   Current Date

J.   Count of Late Payment, Re-Submission Records if Record Code = '41'

K.   Count of Negative Adjustment Records if Record Code = '21'

L.   G + H + J + K

M.   Hard Coded 80F3875

N.   TSP: EMP DIST G-FUND + TSP: EMP LATE G-FUND

O.   TSP: EMP DIST F-FUND + TSP: EMP LATE F-FUND

P.   TSP: EMP DIST C-FUND + TSP: EMP LATE C-FUND

Q.   N + O + P

R.   TSP: GOVT BASIC AMT G-FUND + TSP: GOVT BASIC LATE G-FUND

S.   TSP: GOVT BASIC AMT F-FUND + TSP: GOVT BASIC LATE F-FUND

T.   TSP: GOVT BASIC AMT C-FUND + TSP: GOVT BASIC LATE C-FUND

U.   R + S + T

V.   TSP: GOVT MATCH AMT G-FUND + TSP: GOVT MATCH LATE G-FUND

W.   TSP: GOVT MATCH AMT F-FUND + TSP: GOVT MATCH LATE F-FUND

X.   TSP: GOVT MATCH AMT C-FUND + TSP: GOVT MATCH LATE C-FUND

Y.   V + W + X

Z.   N + R + V

a.   O + S + W

b.   P + T + X

c.   Q + U + Y

d.   TSP: EMP ADJ G-FUND

e.   TSP: EMP ADJ F-FUND

f.   TSP: EMP ADJ C-FUND

g.   d + e + f

h.   TSP: GOVT BASIC ADJ G-FUND

i.   TSP: GOVT BASIC ADJ F-FUND

FEDERAL RETIREMENT THRIFT SAVINGS PLAN
CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER
DATA ELEMENTS
REPORT 507

j.   TSP: GOVT BASIC ADJ C-FUND

k.   h + i + j

l.   TSP: GOVT MATCH ADJ G-FUND

m.   TSP: GOVT MATCH ADJ F-FUND

n.   TSP: GOVT MATCH ADJ C-FUND

o.   l + m + n

p.   d + h + l

q.   e + i + m

r.   f + j + n

s.   g + k + o

t.   c + s

u.   INSTALL-TSP-CONTACT-NAME

v.   INSTALL-TSP-CONTACT-PHONE

BOX 2. The letter 'Y' in the Yes Box

BOX 7. The letter 'N' in the No Box

BOX 13. The letter 'T' in the Magnetic Tape Box

SELECTION CRITERIA
Includes all employees with the following criteria:

- Installation Code equal to user designated center code

REPORT 6032   PAYROLL/PERSONNEL INACTIVE EMPLOYEE DELETION   PAYROLL

PURPOSE: To produce a listing of all inactive employees deleted on Pay Master File and Personnel Master
                   File.

CONTENT: All deleted employees.
                   Note: For Personnel report layout, refer to Personnel Report Specifications.

SEQUENCE: For Payroll: By Pay Block: Processing, SSN
                   For Personnel: By SSN

```
                                    SUBJECT TO PRIVACY ACT OF 1974
    REPORT NO:  6032                NASA PAYROLL AND PERSONNEL SYSTEM                   PAGE:
    SEQUENCED BY:                         INSTALLATION NAME                            DATE:
                                                                                       TIME:
                                    PAYROLL INACTIVE EMPLOYEE DELETION
                                            AS OF: 02/13/90


      PB     SSN           NAME
      AA     BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC
      AA     BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC
      AA     BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC
      AA     BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC
      AA     BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC


    TOTAL NUMBER OF PAYROLL EMPLOYEES DELETED:   D













                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Employee Name (Last, First, MI,
   Gen)
D. Total Number of Payroll Employees
   Deleted

SELECTION CRITERIA:
Includes all employees from the Pay
Master File with the following criteria:
- Installation code equals user designated
   center code
- Employee Delete Flag equals 'y'
Includes all employees from the Personnel

Master File with the following criteria:
- Installation code equals user designated
   center code
- Duty Status = 'Z'
- Employee Indicator not equal ' ' or
   Employee Delete Flag = 'Y'

REPORT 6020   MILITARY LEAVE FISCAL YEAR END REPORT   PAYROLL

PURPOSE: To produce a listing of all employees who have used Military Leave or have a Military Leave balance. This report will show the values of the Military leave fields before and after the Leave Year End process.

CONTENT: All employees and their YTD Military Leave Hours.

SEQUENCE: By Center Code, Pay Block: Processing, SSN
Totals by Center

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  6020              NASA PAYROLL AND PERSONNEL SYSTEM              PAGE:
SEQUENCED BY:                        INSTALLATION NAME                      DATE:
                                                                           TIME:
                             MILITARY LEAVE FISCAL YEAR END REPORT
                                    AS OF: 02/13/90


   PB     SSN           NAME              OLD USED   OLD CARRY   OLD BAL   NEW USED   NEW CARRY   NEW BAL

   AA   BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC      D          E          F          G          H          I

   AA   BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC      D          E          F          G          H          I

   AA   BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC      D          E          F          G          H          I

   AA   BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC      D          E          F          G          H          I

   AA   BBB-BB-BBBB   CCCCCCCCCCCCCCCCCCCCCCCC      D          E          F          G          H          I

   PAYBLOCK TOTAL  AA                          Q          R          S          T          U          V

        NUMBER OF EMPLOYEES:        J
        TOTAL OLD USED DAYS:        K
        TOTAL OLD CARRYOVER:        L
        TOTAL OLD BALANCE:          M
        TOTAL NEW USED DAYS:        N
        TOTAL NEW CARRYOVER:        O
        TOTAL NEW BALANCE:          P


        ***  END OF REPORT ***










                             SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Employee Name (Last, First, MI, Gen)
D. MIL-LV-DAYS-USED-FYTD (Before Update)
E. MIL-LV-DAYS-PYCO (Before Update)
F. MIL-LV-BAL-DAYS-FYTD (Before Update)
G. MIL-LV-DAYS-USED-FYTD (After Update)
H. IF 0 < F < 16:
          F
    IF F < 0:

          Zero
    If F > 15:
          15
I. MIL-LV-BAL-DAYS-FYTD (H + 15)
J. Total count of employees on report
K. Total of D
L. Total of E
M. Total of F
N. Total of G
O. Total of H
P. Total of I
Q. Payblock Total of D
R. Payblock Total of E
S. Payblock Total of F

T. Payblock Total of G
U. Payblock Total of H
V. Payblock Total of I

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Duty status not equal Z
- Military Leave: Bal Days FYTD or Military Leave: Used Days FYTD ne zero

REPORT 6030   **LEAVE YEAR END UPDATE REPORT**   PAYROLL

PURPOSE: To produce a listing of employees and the year-end changes made to leave related fields. (i. e. zeroes out leave-related fields; cuts annual leave in excess of ceiling; cuts ceiling in excess of the maximum; zeroes out any restored leave if the expiration date has been exceeded.)

CONTENT: All employees on Pay Master File.

SEQUENCE: By Center Code, Pay Block: Processing, SSN
Totals by Center

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  6030                 NASA PAYROLL AND PERSONNEL SYSTEM                        PAGE:
SEQUENCED BY:                         INSTALLATION NAME                                   DATE:
                                                                                          TIME:
                            LEAVE YEAR END UPDATE
                              AS OF: 02/13/90
                                              **   ANNUAL  LEAVE   **         ** RESTORED LEAVE LOST **
    PAY                                       LEAVE   LEAVE   AMOUNT   CEILING   L
  BLOCK    SSN       ORGAN   EMPLOYEE-NAME    CEILING BALANCE LEAVE CUT CUT TO  CAT CHG  EXP/DATE   HOURS

    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
    A    BBB-BB-BBBB   C    DDDDDDDDDDDDDDDDDDD   E       F       G        H        I       J          K
  PAYBLOCK AA TOTALS                                              O        P                          Q


                                     TOTAL ANNUAL LEAVE LOST      M   HOURS

                                     TOTAL RESTORED LEAVE LOST    N   HOURS








                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing
B. SSN
C. Organization: Assigned
D. Employee Name (Last, First, MI, Gen)
E. Annual Leave: Ceiling
F. Annual Leave: Earned Balance
G. Leave Cut Amount:
    If PayPlan = 'ES' and Annual Leave:SES
    Chg This Year = 'Y' = Greatest of:
    F - Annual Leave: SES First
    Year - E or
    F - E (if E > 720) or
    F - 720 (if E < 720)
    (if > 0)
    If PayPlan = 'ES' and Annual
    Leave: SES Chg This Year ne 'Y'
    = F - E (if E > 720) or
    F - 720 (if E < 720)
    (if > 0)
    If PayPlan = 'EX' and Annual
    Leave: SES Chg This Year = 'Y'
    = F - Annual Leave: SES First

Year - E (if >0)
If PayPlan ne 'ES' or 'EX'
= F - E (if > 0)

H. Ceiling Cut To Amount:
    If (PayPlan not ='ES'
    and Annual Leave: SES Chg This
    Year not = 'Y') and E > 240 and
    F < 240:
    Annual Leave: Earned Balance
    If PayPlan = 'ES' and Annual
    Leave: SES Chg This Year ne 'Y'
    and F < E and E > 720
    = greater of 720 and F
I. If Current Year = Annual Leave Change
    Year:
    Annual Leave: Change Date
J. If K > 0 and Pay Period Ending Date
    > Restored Leave: Expire Date:
    Restored Leave: Expire Date
K. If Total of
    (Restored Leave: Hours Type A (1-3) +
    Restored Leave: Hours Type B (1-3) +

Restored Leave: Hours Type C (1-3) +
- Restored Leave: Used Cum (1-3)) > 0
and Pay Period Ending Date >
Restored Leave: Expire Date:
Total of
(Restored Leave:Hours Type A (1-3) +
Restored Leave:Hours Type B (1-3) +
Restored Leave:Hours Type C (1-3) +
- Restored Leave:Used Cum (1-3))
L. Current Year - 1
M. Total of G
N. Total of K
O. Payblock Total of F
P. Payblock Total of G
Q. Payblock Total of Q

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Duty Status not equal 'Z'

REPORT 5101   EDIT UPDATE - MER PROCESSING (REPORT 1 OF 4)   PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center

```
                                  SUBJECT TO PRIVACY ACT OF 1974
REPORT NO: 5101                 NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
                                       INSTALLATION NAME                            DATE:
                                                                                   TIME:


                                    NNNNNNNNNNNNNNNNNNN
                                  EDIT UPDATE - MER PROCESSING
                                       AS OF MM/DD/YY



PB   FACILITY          NAME                        SSN      TEMPLATE   FUNC  USER ID      DATE      TIME
                                                              ID
02    M     JOHN DOE                         123-45-6789   ADDR     C    K ROGERS    11/05/92  04:45:02

MAILING ADDRESS          FROM:  80 WOODY DR
                         TO:    79 WOODY DR

CITY                     FROM:  GULFPORT
                         TO:    BILOXI

   *  PAYBLK 02   SSN 123-45-6789   CHANGED IN MASTER EMPLOYEE RECORD


AA    B      CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC  DDD-DD-DDDD  EEEEEEE   F    GGGGGGGGGGGG  HH/HH/HH  II:II:II

J                        FROM:  K
                         TO:    L

     MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM



                                  ***  END OF REPORT 1 ***
```

```
                                  SUBJECT TO PRIVACY ACT OF 1974
```

A. Pay Block: Processing   (up to 20)   SELECTION CRITERIA:
B. Facility Code   N. If the user designates a Facility Code,   Includes all records with the following
C. Employee Name (Last, First, MI,   Facility Name will be derived from   criteria:
    Gen)   the Facility Table   - Installation code equals user designated
D. SSN   center code
E. Template ID   - Template ID begins with 'M' and does
F. Function Code   not equal 'Mature'
G. Action Entry Clerk
H. Action Entry Date
I. Action Entry Time
J. Screen Field Name
K. Value of screen field before update
L. Value of screen field after update
M. Informative or error messages

REPORT 5101   **EDIT UPDATE - TABLE PROCESSING (REPORT 2 OF 4)**   PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: <u>By Center</u>

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB5101                 NASA PAYROLL AND PERSONNEL SYSTEM                        PAGE:
SEQUENCED BY:                             INSTALLATION NAME                                  DATE:
                                                                                            TIME:
                                      EDIT UPDATE - TABLE PROCESSING
                                            AS OF 89/09/23


    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB



                                   ***  END OF REPORT 2 ***









                                SUBJECT TO PRIVACY ACT OF 1974
```

A. IMFH Transactions (Up to 8 lines)   SELECTION CRITERIA:
B. IMFH Messages (Up to 20 lines)   Includes all employees with the following
                                                        criteria:
                                                        - Installation code equals user designated
                                                           center code
                                                        - Template ID begins with 'T'
                                                        - Template ID does not = 'TAEDIT' or
                                                           'TABATCH'

REPORT 5101   **EDIT UPDATE - CONTROL PROCESSING (REPORT 3 OF 4)**   PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center

```
                                          SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB5101                    NASA PAYROLL AND PERSONNEL SYSTEM                        PAGE:
SEQUENCED BY:                                  INSTALLATION NAME                                DATE:
                                                                                               TIME:
                                          EDIT UPDATE - CONTROL PROCESSING
                                                  AS OF 89/09/23

   AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
   AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
   AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
   AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
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                                       ***  END OF REPORT 3 ***












                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. IMFH Transactions (Up to 8 lines)
B. IMFH Messages (Up to 20 lines)

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Template ID begins with 'C'

REPORT 5101   **EDIT UPDATE - OTHER PROCESSING (REPORT 4 OF 4)**   PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center

```
                                      SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  NAB5101                 NASA PAYROLL AND PERSONNEL SYSTEM                    PAGE:
SEQUENCED BY:                              INSTALLATION NAME                            DATE:
                                                                                       TIME:
                                    EDIT UPDATE - OTHER PROCESSING
                                          AS OF 89/09/23

     AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
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                                   ***  END OF REPORT 4 ***











                                   SUBJECT TO PRIVACY ACT OF 1974
```

A. IMFH Transactions (Up to 8 lines)
B. IMFH Messages (Up to 20 lines)

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Template ID does not begin with 'M', 'T' or 'C'

REPORT 5010   ADMINISTRATION TRANSACTION REPORT   PAYROLL

PURPOSE: To list all informative and error messages in IMFH File that are generated daily for
                  administration transactions.

CONTENT: Transactions in IMFH file.

SEQUENCE: By IMFH Template ID, IMFH Date, IMFH Time

```
REPORT NO:  NAB5010                NASA PAYROLL AND PERSONNEL SYSTEM                      PAGE:
SEQUENCED BY:                          INSTALLATION NAME                                  DATE:
                                                                                          TIME:
                                     AA TRANSACTION REPORT
                                       AS OF 89/09/23



                     ACTION     ACTION     ACTION
TEMPLATE             ENTRY      ENTRY      ENTRY
  ID                 CLERK      DATE       TIME        TRANSACTION INFORMATION

  A                   B          C          D          E
                                                       E
                                                       E
                                                       F
                                                       F
                                                       F

  A                   B          C          D          E
                                                       E
                                                       F
                                                       F
                                                       F
                                                       F
                                                       F

  A                   B          C          D          E
                                                       F
```

A. IMFH Template ID	SELECTION CRITERIA:
B. IMFH Clerk ID	Includes all employees with the following
C. IMFH Date	criteria:
D. IMFH Time	- Installation code equals user designated
E. IMFH Transactions (Up to 50)	center code
F. IMFH Messages (Up to 50)	- IMFH Template ID does not begin
	with 'Mature'

REPORT 420   **BI-WEEKLY RETIREMENT REPORT**   PAYROLL

PURPOSE: To support deductions for retirement.

CONTENT: Current individual employee CSRS and FERS retirement data.

SEQUENCE: By Center, Retirement Plan/Pay Block:Processing/SSN or Retirement Plan/SSN or Center, Retirement Plan/Employee Name or Center, Retirement Plan/Pay Block: Processing/Employee Name
Page Break by Center, Retirement Plan

```
                               SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  420                NASA PAYROLL AND PERSONNEL SYSTEM                  PAGE:
SEQUENCED BY:                        INSTALLATION NAME                           DATE:
                                                                                 TIME:
                              BI-WEEKLY RETIREMENT REPORT
                                   AS OF MM/DD/YY

RETIREMENT PLAN   A                                                                 ADJ
                                 R%         S%        CSRS MIL     CIV SERV  SALARY  BASIC
NAME               PB    SSN     EMPL       EMPR      SERV DEP     CREDIT    OFFSET  PAY
----               --    ---     ----       ----      --------     --------  ------  ----

BBBBBBBBBBBBBBBB    C   DDD-DD-DDDD   E        F          G            H        I      J
BBBBBBBBBBBBBBBB    C   DDD-DD-DDDD   E        F          G            H        I      J
              .     .      .         .        .          .            .        .      .
              .     .      .         .        .          .            .        .      .

TOTAL RETIREMENT PLAN  A             L        M          N            O        P      Q
NUMBER OF EMPLOYEES:  K
  .
RETIREMENT PLAN   A                                                                 ADJ
                                 T%         U%        FERS MIL     SALARY          BASIC
NAME               PB    SSN     EMPL       EMPR      SERV DEP     OFFSET          PAY
----               --    ---     ----       ----      --------     ------          ----

BBBBBBBBBBBBBBBB    C   DDD-DD-DDDD   V        W          X            Y             Z
BBBBBBBBBBBBBBBB    C   DDD-DD-DDDD   V        W          X            Y             Z
              .     .      .         .        .          .            .             .
              .     .      .         .        .          .            .             .

TOTAL RETIREMENT PLAN  A             b        c          d            e             f
NUMBER OF EMPLOYEES:  a
  .
  .                           SUBJECT TO PRIVACY ACT OF 1974

CSRS GRAND TOTALS
                                                                                   ADJ
RET          ENROLLED           RETIREMENT       CSRS MIL   CIV SERV     SALARY    BASIC
CD       DED      NO DED      EMPL      EMPR      SERV DEP   CREDIT       OFFSET    PAY
---     ---------------     ----------------     --------   --------     ------    ----
 A        g        h           L        M           N          O           P        Q
 A        g        h           L        M           N          O           P        Q
 .        .        .           .        .           .          .           .        .

DEDUCTIONS:                    i        j           k          l           m        n
ADJUSTMENTS:                   o        p                      q           r        s
CSRS TOTAL:  t     u           v        w           k          x           y        z

FERS GRAND TOTALS
                                                                                   ADJ
RET          ENROLLED           RETIREMENT       FERS MIL                SALARY    BASIC
CD       DED      NO DED      EMPL      EMPR      SERV DEP                OFFSET    PAY
---     ---------------     ----------------     --------                ------    ----
 A       *A       *B           b        c           d                       e        f
 A       *A       *B           b        c           d                       e        f
 .        .        .           .        .           .                       .        .

DEDUCTIONS:                    *C       *D          *E                      *F       *G
ADJUSTMENTS:                   *H       *I                                  *J       *K
FERS TOTAL:  *L    *M          *N       *O          *E                      *P       *Q

FICA GRAND TOTALS
                                                                                   ADJ
RET          ENROLLED           RETIREMENT       CSRS MIL   CIV SERV     SALARY    BASIC
CD       DED      NO DED      EMPL      EMPR      SERV DEP   CREDIT       OFFSET    PAY
---     ---------------     ----------------     --------   --------     ------    ----
 A       /g       /h          /L       /M                                  /P       /Q
 A       /g       /h          /L       /M                                  /P       /Q
 .        .        .           .        .                      .           .        .

DEDUCTIONS:                    /i       /j                                  /m       /n
ADJUSTMENTS:                   /o       /p                                  /r       /s
FICA TOTAL:  /t    /u          /v       /w                                  /y       /z
```

See Next Page For Data Elements

BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420

A.   Retirement Plan

B.   Employee Name (Last, First)

C.   Pay Block: Processing

D.   SSN

Retirement: Employee Adj and Retirement: Government Adj
(former plan adjustments) will print on a separate line for E and F.

E.   CSRS: B/W + CSRS: Adjustment or Retirement: Employee Adj

F.   CSRS: Govt Contr B/W + CSRS: Former Retire Current Adj or Retirement: Government Adj

G.   CSRS: Mil Dep B/W

H.   Civil Serv Credit B/W + Civil Serv Credit: Adjustment

I.   Salary: Offset + CSRS: Current Salary Offset Adj

J.   Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt

K.   Count of Employees in Retirement Plan

Total of E and F for each value of Retirement Code:
Former Adj will print on a separate line.

L.   Total of E for Retirement Plan

M.   Total of F for Retirement Plan

N.   Total of G for Retirement Plan

O.   Total of H for Retirement Plan

P.   Total of I for Retirement Plan

Q.   Total of J for Retirement Plan

R.   Rate of CSRS Employee Deduction found in TRETIR Table

S.   Rate of CSRS Agency Contribution found in TRETIR Table

T.   Rate of FERS Employee Deduction found in TRETIR Table

U.   Rate of FERS Agency Contribution found in TRETIR Table

/L.   Total of E for Retirement Plan

/M.   Total of F for Retirement Plan

/P.   Total of I for Retirement Plan

/Q.   Total of J for Retirement Plan

Retirement: Employee Adj and Retirement: Government Adj (former plan adjustments) will print on a
separate line for V and W.

V.   FERS: B/W + FERS: Adjustment or Retirement: Employee Adj

W.   FERS: Govt Contr B/W + FERS: Former Retir Cur Adj or Retirement: Government Adj

X.   FERS: Mil Dep B/W

Y.   Salary: Offset + FERS: Current Salary Offset Adj

Z.   Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt

BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420

a. Count of Employees in Retirement Plan

   Total of V and W for each value of Retirement Code:
   Former Adj will print on a separate line.

b. Total of V for Retirement Plan

c. Total of W for Retirement Plan

d. Total of X for Retirement Plan

e. Total of Y for Retirement Plan

f. Total of Z for Retirement Plan

In Data Elements g - z below, CSRS Retirement Plans refers to Retirement Plans = 1,4,6,C,E,R and T

g. Count of Employees in current Retirement Plan with deductions

h. Count of Employees in current Retirement Plan without deductions

i. Total of CSRS: B/W for CSRS Retirement Plans

j. Total of CSRS: Govt Contr B/W for CSRS Retirement Plans

k. Total of CSRS: Mil Dep B/W for CSRS Retirement Plans

l. Total of Civil Serv Credit: B/W for CSRS Retirement Plans

m. Total of Salary: Offset for CSRS Retirement Plans

n. Total of (Base Earnings: B/W + Empl Lclty Pay BW Amt) for CSRS Retirement Plans

o. Total of (CSRS: Adjustment + Retirement: Employee Adj) for CSRS Retirement Plans

p. Total of (CSRS: Former Retire Current Adj + Retirement: Government Adj) for CSRS Retirement Plans

q. Total of Civil Serv Credit: Adjustment for CSRS Retirement Plans

r. Total of CSRS: Current Salary Offset Adj for CSRS Retirement Plans

s. Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for CSRS Retirement Plans

t. Total of g for CSRS Retirement Plans

u. Total of h for CSRS Retirement Plans

v. i + o

w. j + p

x. l + q

y. m + r

z. n + s

In Data Elements *A - *Q below, FERS Retirement Plans refers to Retirement Plans = K,L,M or N

*A. Count of Employees in current Retirement Plan with deductions

*B. Count of Employees in current Retirement Plan without deductions

*C. Total of FERS: B/W for FERS Retirement Plans

*D. Total of FERS: Govt Contr B/W for FERS Retirement Plans

BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420

*E.   Total of FERS: Mil Dep B/W for FERS Retirement Plans

*F.   Total of Salary: Offset for FERS Retirement Plans

*G.   Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FERS Retirement Plans

*H.   Total of (FERS: Adjustment + Retirement: Employee Adj) for FERS Retirement Plans

*I.   Total of (FERS: Former Retir Cur Adj + Retirement: Government Adj) for FERS Retirement Plans

*J.   Total of FERS: Current Salary Offset Adj for FERS Retirement Plans

*K.   Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for FERS Retirement Plans

*L.   Total of *A for FERS Retirement Plans

*M.   Total of *B for FERS Retirement Plans

*N.   *C + *H

*O.   *D + *I

*P.   *F + *J

*Q.   *G + *K

In Data Elements /g - /z below, FICA Retirement Plans refers to Retirement Plans = 2

/g.   Count of Employees in current Retirement Plan with deductions

/h.   Count of Employees in current Retirement Plan without deductions

/i.   Total of FICA: B/W for FICA Retirement Plans

/j.   Total of FICA: Govt Contr B/W for FICA Retirement Plans

/m.   Total of Salary: Offset for FICA Retirement Plans

/n.   Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans

/o.   Total of (FICA: Adjustment + Retirement: Employee Adj) for FICA Retirement Plans

/p.   Total of (FICA: Former Retire Current Adj + Retirement: Government Adj) for FICA Retirement Plan

/r.   Total of FICA: Current Salary Offset Adj for FICA Retirement Plans

/s.   Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans

/t.   Total of /g for FICA Retirement Plans

/u.   Total of /h for FICA Retirement Plans

/v.   /i + /o

/w.   /j + /p

/y.   /m + /r

/z.   /n + /s

SELECTION CRITERIA:
Includes All Employees With The Following Criteria:

-   Installation Code Equals User Designated Center Code

-   Retirement Plan Equals 1,2,4,6,C,E,K,L,M,N,R or T

REPORT 421   CSRS ACCOUNT REPORT   PAYROLL

PURPOSE: To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

CONTENT: All employees with CSRS retirement plans and all employees who do not have CSRS retirement plans with non-zero CSRS retirement accounts.

SEQUENCE: By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name
                 Page Break by Pay Block: Processing if sequenced by Pay Block: Processing
                 Totals by Pay Block: Processing if sequenced by Pay Block: Processing

```
                                 SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  421                NASA PAYROLL AND PERSONNEL SYSTEM                      PAGE:
SEQUENCED BY:                         INSTALLATION NAME                              DATE:
                                                                                    TIME:

                                 CSRS ACCOUNT REPORT
                                 AS OF MM/DD/YY

                        RET      PRIOR YEAR     TRANSFER        CURRENT YR     SEPARATION/       CUM TO DATE
 PB    SSN      NAME    CODE     CARRYOVER  +   IN        +     DEDUCTION  -   TRANS OUT    =    NASA RETIRE
 --    ---      ----    ----     ----------     --------        ----------     -----------       ----------

  A  BBB-BB-BBBB  CCCCCCCCCCCCCCCCCCCCCCCC  D      E           F             G             H                I
              J                                    K           L             M             N                O
              P                                    Q           R             S             T                U

  A  BBB-BB-BBBB  CCCCCCCCCCCCCCCCCCCCCCCC  D      E           F             G             H                I
              J                                    K           L             M             N                O
              P                                    Q           R             S             T                U

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                  .               .           .             .             .                .


 TOTAL BLOCK  A     CSRS RETIREMENT          V           W             X             Y                Z
                    CSRS MIL SERV DEP        a           b             c             d                e
                    CSRS CREDIT              f           g             h             i                j


 GRAND TOTAL        CSRS RETIREMENT          k           l             m             n                o
                    CSRS MIL SERV DEP        p           q             r             s                t
                    CSRS CREDIT              u           v             w             x                y

 NUMBER OF REG ACTIVE EMPLOYEE ACCOUNTS      Z








                                 SUBJECT TO PRIVACY ACT OF 1974
```

See Next Page For Data Elements

CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421

A.   Pay Block: Processing

B.   SSN

C.   Employee Name (Last, First, MI)

D.   Retirement Plan

E.   CSRS: PYCO

F.   CSRS: Cum Transferred In

G.   CSRS: Deduction YTD

H.   CSRS: Tran Out

I.   CSRS: NASA Cum

Data Elements J - O are only printed if

CSRS: Mil PYCO	NE 0 or
CSRS: Mil Dep Trnsfr In	NE 0 or
CSRS: Mil Dep YTD	NE 0 or
CSRS Mil: Tran Out	NE 0 or
CSRS: Mil Dep Cum	NE 0.

J.   Literal 'CSRSMIL SERV DEP'

K.   CSRS: Mil PYCO

L.   CSRS: Mil Dep Trnsfr In

M.   CSRS: Mil Dep YTD

N.   CSRS Mil: Tran Out

O.   CSRS: Mil Dep Cum

Data Elements P - U are only printed if

CSRS: Civ Serv Cr PYCO	NE 0 or
Civil Serv Credit: Trans In	NE 0 or
Civil Serv Credit: YTD	NE 0 or
CSRS: Civ Serv Cr Tran Out	NE 0 or
Civil Serv Credit: Cum	NE 0.

P.   Literal 'CSRS CREDIT'

Q.   CSRS: Civ Serv Cr PYCO

R.   Civil Serv Credit: Trans In

S.   Civil Serv Credit: YTD

T.   CSRS: Civ Serv Cr Tran Out

U.   Civil Serv Credit: Cum

CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421

Data Elements V - j are only printed if report is sequenced by
        Pay Block: Processing.

V.   Total of E for Pay Block: Processing

W.   Total of F for Pay Block: Processing

X.   Total of G for Pay Block: Processing

Y.   Total of H for Pay Block: Processing

Z.   Total of I for Pay Block: Processing

a.   Total of K for Pay Block: Processing

b.   Total of L for Pay Block: Processing

c.   Total of M for Pay Block: Processing

d.   Total of N for Pay Block: Processing

e.   Total of O for Pay Block: Processing

f.   Total of Q for Pay Block: Processing

g.   Total of R for Pay Block: Processing

h.   Total of S for Pay Block: Processing

i.   Total of T for Pay Block: Processing

j.   Total of W for Pay Block: Processing

k.   Total of E

l.   Total of F

m.   Total of G

n.   Total of H

o.   Total of I

p.   Total of K

q.   Total of L

r.   Total of M

s.   Total of N

t.   Total of O

u.   Total of Q

v.   Total of R

w.   Total of S

x.   Total of T

y.   Total of W

z.   Count of employees with Retirement Plan = 1,6,C,E,R or T and Duty Status not = 'Z'

CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421

SELECTION CRITERIA:
Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code

- Retirement Plan = 1, 4, 6, C, E, R, or T and one of the following fields is greater than zero:
  CSRS: PYCO, CSRS: Mil PYCO, CSRS: Civ Serv Cr PYCO, CSRS: Tran Out, CSRS Mil: Tran Out, CSRS: Civ
  Serv Cr Tran Out, CSRS: Deduction YTD, CSRS: Mil Dep YTD, CivilServCredit: YTD, CSRS: CUM Transferred
  In, CSRS: Mil Dep Trnsfr In, or Civil Serv Credit: Trans In

- Retirement Plan = 2 and one of the following fields is greater than zero:
  CSRS: Deduction YTD, CSRS: CUM Transferred In, CSRS: Mil Dep Trnsfr In, or Civil Serv Credit: Trans In

REPORT 422 **FERS ACCOUNT REPORT** PAYROLL

PURPOSE: To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

CONTENT: All employees with FERS retirement plans who have non-zero accounts.

SEQUENCE: By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name
Page Break by Pay Block: Processing if sequenced by Pay Block: Processing
Totals by Pay Block: Processing if sequenced by Pay Block: Processing

```
                                      SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  422                    NASA PAYROLL AND PERSONNEL SYSTEM                        PAGE:
SEQUENCED BY:                            INSTALLATION NAME                                  DATE:
                                                                                           TIME:

                                      FERS ACCOUNT REPORT
                                        AS OF MM/DD/YY

                         RET    PRIOR YEAR       TRANSFER         CURRENT YR      SEPARATION/       CUM TO DATE
 PB    SSN     NAME       CODE   CARRYOVER   +      IN       +    DEDUCTION   -    TRANS OUT    =    NASA RETIRE
 --    ---     ----       ----   ----------       --------       ----------       -----------       -----------

 A   BBB-BB-BBBB  CCCCCCCCCCCCCCCCCCCCCCC  D        E              F               G                 H                 I
                         J                          K              L               M                 N                 O

 .     .       k        .            .              l              m               n                 o                 p
                         q                          r              s               t                 u                 v

 .     .                         .          .              .              .               .                 .                 .
                         .                          .              .               .                 .                 .


TOTAL BLOCK  A        FERS RETIREMENT              P              Q               R                 S                 T
                      FERS MIL SERV DEP            U              V               W                 X                 Y
                      CSRS                         w              x               y                 z                 1
 .     .              CSRS MIL SERV DEP    .       2              3               4                 5                 6
                      .                            .              .               .                 .                 .


GRAND TOTAL           FERS RETIREMENT              Z              a               b                 c                 d
                      FERS MIL SERV DEP            e              f               g                 h                 i
                      CSRS                         7              8               9                 10                11
                      CSRS MIL SERV DEP            12             13              14                15                16
NUMBER OF REG ACTIVE EMPLOYEE ACCOUNTS      j

                      TOTAL FERS                   17             18              19                20                21




                                      SUBJECT TO PRIVACY ACT OF 1974
```

See Next Page For Data Elements

FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422

A.   Pay Block: Processing

B.   SSN

C.   Employee Name (Last, First, MI)

D.   Retirement Plan

E.   FERS: PYCO

F.   FERS: Tran In

G.   FERS: YTD

H.   FERS: Tran Out

I.   FERS: NASA Cum

Data Elements J - O are only printed if
FERS: Mil PYCO   NE 0 or
FERS: Mil Dep Trnsfr In   NE 0 or
FERS: Mil Dep YTD   NE 0 or
FERS Mil: Tran Out   NE 0 or
FERS: Mil Dep Cum   NE 0

J.   Literal 'FERS MIL SERV DEP'

K.   FERS: Mil PYCO

L.   FERS: Mil Dep Trnsfr In

M.   FERS: Mil Dep YTD

N.   FERS: Mil Tran Out

O.   FERS: Mil Dep Cum

Data Elements P - Y are only printed if report is sequenced by Pay Block: Processing.

P.   Total of E for Pay Block: Processing

Q.   Total of F for Pay Block: Processing

R.   Total of G for Pay Block: Processing

S.   Total of H for Pay Block: Processing

T.   Total of I for Pay Block: Processing

U.   Total of K for Pay Block: Processing

V.   Total of L for Pay Block: Processing

W.   Total of M for Pay Block: Processing

X.   Total of N for Pay Block: Processing

Y.   Total of O for Pay Block: Processing

Z.   Total of E

a.   Total of F

FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422

b.   Total of G

c.   Total of H

d.   Total of I

e.   Total of K

f.   Total of L

g.   Total of M

h.   Total of N

i.   Total of O

j.   Count of employees with Retirement Plan = K,L,M or N and
        Duty Status not = 'Z'

Data Elements k - p are only printed if
        CSRS: PYCO   NE 0 or
        CSRS: Cum Transferred In   NE 0 or
        CSRS: Deduction YTD   NE 0 or
        CSRS: Tran Out   NE 0 or
        CSRS: NASA Cum   NE 0

k.   Literal 'CSRS'

l.   CSRS: Pyco

m.   CSRS: Cum Transferred In

n.   CSRS: Deduction

o.   CSRS: Tran Out

p.   CSRS: NASA Cum

Data Elements q - v are only printed if
        CSRS: Mil Pyco   NE 0 or
        CSRS: Mil Dep Trnsfr In   NE 0 or
        CSRS: Mil Dep YTD   NE 0 or
        CSRS Mil: Tran Out   NE 0 or
        CSRS: Mil Dep Cum   NE 0

q.   Literal 'CSRS Mil Serv Dep'

r.   CSRS: Mil Pyco

s.   CSRS: Mil Dep Trnsfr In

t.   CSRS: Mil Dep YTD

u.   CSRS Mil: Tran Out

v.   CSRS: Mil Dep Cum

FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422

Data Elements w - 6 are only printed if report is sequenced by Pay Block: Processing.

w.   Total of l for Pay Block: Processing

x.   Total of m for Pay Block: Processing

y.   Total of n for Pay Block: Processing

z.   Total of o for Pay Block: Processing

1.   Total of p for Pay Block: Processing

2.   Total of r for Pay Block: Processing

3.   Total of s for Pay Block: Processing

4.   Total of t for Pay Block: Processing

5.   Total of u for Pay Block: Processing

6.   Total of v for Pay Block: Processing

7.   Total of l

8.   Total of m

9.   Total of n

10.   Total of o

11.   Total of p

12.   Total of r

13.   Total of s

14.   Total of t

15.   Total of u

16.   Total of v

17.   Total of E, K, l, r

18.   Total of F, L, m, s

19.   Total of G, M, n, t

20.   Total of H, N, o, u

21.   Total of I, O, p, v

SELECTION CRITERIA:
Includes All Employees With The Following Criteria:

-   Installation Code Equals User Designated Center Code

-   Retirement Plan Equals K, L, M, or N and one of the following fields is greater than zero:
    FERS: PYCO, FERS: MIL PYCO, FERS: Tran Out, FERS: Mil Tran Out, FERS: Mil Dep YTD, FERS: YTD,
    FERS: Tran In, or FERS: Mil Dep Transfr In

Release 6.0 3/97

REPORT 423   INDIVIDUAL PAY RECORD   PAYROLL

PURPOSE: To provide a complete, concise record of an employee's earnings and deductions for each pay
                period of the pay year.

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Payblock: Processing & SSN or Payblock: Processing & Name

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:   423                    NASA PERSONNEL AND PAYROLL SYSTEM                              PAGE:
SEQUENCED BY: PAYBLOCK, SSN               INSTALLATION NAME                                        DATE:
                                         INDIVIDUAL PAY RECORD                                     TIME:
                                          FOR PAY YEAR XXXX
                                          AS OF MM/DD/YY

   SSN    PB NAME                     ORG  T&A DIST DATE OF HLTH  ANNUAL  HOURLY  OT FED  FED   ST   RET SERVICE
                                     LOCATED CODE   BIRTH  CODE   SALARY   RATE  RATE EXEM OPT -EXEM- CD  COMP DATE
                                     -------- ----  -----  ----   ------   ----  ---- ---- --- ------ --  --------

XXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXX  XXXXX 99/99/99 XXX   999999.99 99.99 99.99 9   99  XXX 9    9   99/99/99


        ----BASE---- --PREM/OTHER-- GROSS                     FED --STATE--              UN       OTH   TSP
PP GDST HRS    PAY    HRS CD  PAY    PAY   TSP   RET   HIT OASDI TAX CD  TAX FEGLI  FEHB  CFC DUES BONDS DED  LOAN  NET
-- ---- ----- ------ ----- -- ----- ------ ----- ----- ----- ----- ---- -- ----- ----- ----- ----- ----- ----- ------ ----- ------


QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
                     UUUUU V WWWWW
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
   ****      TTTTTTTT      WWWWWWW XXXXXXXX               &CCCCC   &EEEEE                                        &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM

1ST  &NNNNN    &OOOO       &PPPPP   &QQQQQ    &RRRRR      &SSSSS      &TTTT   &UUUUU   &VVVVV    &WWWWW
QTR        &XXXXX      &YYYYYY     &ZZZZZ    /AAAAA   /BBBBBB      /CCCC     /DDDD    /EEEEE   /FFFFF


QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM

2ND  &NNNNN    &OOOO       &PPPPP   &QQQQQ    &RRRRR      &SSSSS      &TTTT   &UUUUU   &VVVVV    &WWWWW
QTR        &XXXXX      &YYYYYY     &ZZZZZ    /AAAAA   /BBBBBB      /CCCC     /DDDD    /EEEEE   /FFFFF


QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM

3RD  &NNNNN    &OOOO       &PPPPP   &QQQQQ    &RRRRR      &SSSSS      &TTTT   &UUUUU   &VVVVV    &WWWWW
QTR        &XXXXX      &YYYYYY     &ZZZZZ    /AAAAA   /BBBBBB      /CCCC     /DDDD    /EEEEE   /FFFFF


QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM
QQ RRRR SSSSS TTTTTT UUUUU V WWWWW XXXXX YYYYY ZZZZZ &AAAA &BBBB &CCCC &DD &EEEE &FFFF &GGGG &HHHH &IIII &JJJJ &KKKKK &LLLL &MMMMMM

4TH  &NNNNN    &OOOO       &PPPPP   &QQQQQ    &RRRRR      &SSSSS      &TTTT   &UUUUU   &VVVVV    &WWWWW
QTR        &XXXXX      &YYYYYY     &ZZZZZ    /AAAAA   /BBBBBB      /CCCC     /DDDD    /EEEEE   /FFFFF
                                    SUBJECT TO PRIVACY ACT OF 1974
EMP  /GGGGGG    /HHHHH    /IIIIIIII   /JJJJJJ    /KKKKKK     /LLLLLLL   /MMMMM   /NNNNNN  /OOOOOOO  /PPPPPPPP
TOTAL  /QQQQQQQQ    /RRRRRRRR    /SSSSSS   /TTTTTT   /UUUUUUU       /VVVVV    /WWWWW    /XXXXXX   /YYYYYY

PAYBLOCK BB TOTALS

  /ZZZZZZZZZ  \AAAAAAAAA   \BBBBBBBBBB  \CCCCCCCCC  \DDDDDDDD   \EEEEEEEEE  \FFFFFFFFF  \GGGGGGGGG  \HHHHHHHHHH  \IIIIIIIIII
    \JJJJJJJJJJ   \KKKKKKKKK   \LLLLLLLLL  \MMMMMMMMM  \NNNNNNNNNN   \OOOOOOOOO  \PPPPPPPPP  \QQQQQQQQQ  \RRRRRRRRR

CENTER TOTALS

  \SSSSSSSS  \TTTTTTTTT  \UUUUUUUUUUU  \VVVVVVVVV  \WWWWWWWW  \XXXXXXXXXX  \YYYYYYYYY  \ZZZZZZZZZ  *AAAAAAAAAA  *BBBBBBBBBBB
   *CCCCCCCCCCCC  *DDDDDDDDDDD  *EEEEEEEE  *FFFFFFFFF  *GGGGGGGGGG   *HHHHHHHH  *IIIIIIIII  *JJJJJJJJJ  *KKKKKKKKK
                                    SUBJECT TO PRIVACY ACT OF 1974
```

See Next Page For Data Elements

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

A.   SSN Hist

B.   Pay Block: Processing Hist

C.   Employee Name Hist (Last, First, MI, Gen)

D.   = Organization: Located New   From the latest Personnel history record

E.   = Employee History T & A Distribution Code

F.   Date of Birth Hist

G.   FEHB: Plan Code Hist

H.   Salary Hist

I.   Salary: Hourly Hist

J.   = Employee History Overtime Rate
  = Salary: Hourly Hist x Premium Rate Table If Employee History Overtime Rate = 0 and Pay Plan Not = 'ES'
  = Overtime Rate Max Table   If Employee History Overtime Rate = 0 and
                     Pay Plan Not = 'ES   and
                     FLSA Pay Status = 'E' and
                     Job Series Not = 1   and
                     (Salary: Hourly x 1.5) >
                     Overtime Rate Max Table
  = Salary: Hourly   If Employee History Overtime Rate = 0 and
                     an Uncommon Tour Empl and
                     Salary: Hourly >
                     Overtime Rate Max Table **

K.   = Employee History Federal Tax Exemptions
  = Federal Tax: Exemptions   If Employee History Federal Tax Exemptions = blank

L.   Federal Tax: Additional Hist

M.   = Employee History State Tax Marital Code
  = State Tax: Marital Code   If Employee History State Tax Marital Code = blank

N.   = Employee History State Tax Exemptions
  = State Tax: Exemptions Hist   If Employee History State Tax Exemptions = blank

O.   Retirement Plan Hist

P.   = Employee History SCD Leave Date
  = SCD: Leave   If Employee History SCD Leave Date = blank

Q.   = Pay Period Number Hist
  = 'AW' literal   If Award: Amount Hist > 0

R.   Grade: Current Hist and Step Hist

S.   Base Hours: B/W Hist   + Base Hours: Adj B/W Hist

T.   Base Erngs: B/W Hist   + Base Erngs: Adj B/W Hist

U.   Overtime: Hours B/W Hist   + Overtime: Hours Adj Hist   or
  Night Diff: Hours B/W Hist   + Nite: Cur Adj Hrs Hist   or
  Sunday Diff: Hours B/W Hist   + Sunday: Current Adj Hrs Hist   or
  Hazardous Hours: B/W Hist   + Hazardous: Cur Adj Hrs Hist   or
  Holiday Hours: B/W Hist   + Holiday/Wked: Cur Adj Hist   or
  Lump Sum: LV Hours 1 Hist   + Lump Sum: LV Hours 2 Hist   or
  Comp Time: Hrs Paid B/W Hist

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

V.   Code to identify the type of hours and earnings
    O - Overtime
    N - Night Differential
    S - Sunday Differential
    H - Hazardous Duty
    W - Holiday Worked
    L - Lump Sum
    U - Unused Comp Time Paid
    R - Retention Allowance
    D - Supervisory Differential
    F - Foreign Differential
    P - Fire Fighter Premium Adjustment
    E - Earned Income Credit (EIC is included in the Net Amount)
    C - COLA (COLA is included in the Net amount)

W.	Overtime: Earnings B/W Hist	+ Overtime: Earnings Adj Hist	or
	Night Diff: Erngs B/W Hist	+ Nite: Current Adj Erngs Hist	or
	Sunday Diff: Erngs B/W Hist	+ Sunday: Current Adj Erngs Hist	or
	Hazardous Earnings: B/W Hist	+ Hazardous: Cur Adj Erngs Hist	or
	Holiday Earnings: B/W Hist	+ Hol/Wkend: Cur Adj Erngs Hist	or
	Lump Sum: Lv Payment Hist	+ Lump Sum: Lv Adj Hist	or
	Retention Allow: Hist BW	+ Retention Allow: Adj B/W Hist	or
	Super Diff: Hist BW	+ Super Diff: Adj B/W Hist	or
	Foreign Diff: B/W Hist	+ For Diff: Cur Adj Erngs Hist	or
	Comp Time: Hours Paid B/W Hist		or
	Fire Fighter: Prem Adj B/W Hist	+ Fire Fighters: Prem B/W Hist	or
	COLA: B/W Hist	+ COLA: Current Adj Erngs Hist	or
	EIC: Hist	+ EIC: Adjustment Hist	

X.   = Gross Earnings: B/W Hist
    = Award: Amount Hist   If Award: Amount Hist > 0

Y.   TSP: CY Ded B/W Hist   + TSP: CY Ded Adj Hist

Z.	CSRS: B/W Hist	+ CSRS: Adjustment Hist	+
	Civil Serv Credit: B/W Hist	+ Civil Serv Credit: Adj Hist	+
	FERS: B/W Hist	+ FERS: Adjustment Hist	+
	CSRS: Frmr Adjustment Hist	+ FERS: Frmr Adjustment Hist	

&A.   = HIT: B/W Hist   + HIT: Adjustment Hist
    = HIT: Award B/W Hist   If Award: Amount Hist > 0

&B.   = FICA: B/W Hist   + FICA: Adjustment Hist
    = FICA: Award B/W Hist   If Award: Amount Hist > 0

&C.   = Federal Tax: B/W Hist   + Federal Tax: Adjustment Hist
    = Federal Tax: Award B/W Hist   If Award: Amount Hist > 0

&D.   = State Tax: Code Hist
    = State Tax: Former Code YTD Hist

&E.   = State Tax: B/W Hist   + State Tax: Adjustment Hist
    = State Tax: Former W/H YTD Hist
    = State Tax: Award B/W Hist   If Award: Amount Hist > 0

&F.   FEGLI: B/W Hist   + FEGLI: Adjustment Hist

&G.   FEHB: B/W Hist   + FEHB: Current Adj Hist   +
    FEHB: Prior Adj Hist

&H.   CFC: B/W Hist   + CFC: Adjustment Hist

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

&I.	Union Dues: B/W Hist	+ Union Dues: Adjustment Hist	
&J.	Bond: B/W Hist	- Bond: Refund Hist	
&K.	= Bankruptcy: B/W Hist	+ Child Support: B/W Hist	+
	Local Tax Entity: B/W (1) Hist	+ Local Tax Entity: Adj (1) Hist	+
	Local Tax Entity: B/W (2) Hist	+ Local Tax Entity: Adj (2) Hist	+
	CSRS: Mil Dep B/W Hist	+ FERS: Mil Dep B/W Hist	+
	Indebtedness Due U.S.: B/W Hist	+ Empl Total Grnsh Crnt Ded Amt	+
	Miscellaneous Required Amt Hist		+
	NEBA: Total B/W Hist		+
	Voluntary Allot: B/W Hist	+ Bill of Collection: Deduct Hist	
	= City Tax: Award B/W Hist	+ Award: County Tax Ded	
		If Award: Amount Hist > 0	
&L.	TSP: Loan Ded Amount Hist	+ TSP: Loan 1 Adjustment Hist	+
	TSP: Loan 2 Adjustment Hist		
&M.	= Net Earnings: B/W Hist		
	= Award: Net Earnings	If Award: Amount Hist > 0	
&N.	Quarterly Total of S		
&O.	Quarterly Total of U		
&P.	Quarterly Total of X		
&Q.	Quarterly Total of Z		
&R.	Quarterly Total of &B		
&S.	Quarterly Total of &E		
&T.	Quarterly Total of &G		
&U.	Quarterly Total of &I		
&V.	Quarterly Total of&K		
&W.	Quarterly Total of &M		
&X.	Quarterly Total of T		
&Y.	Quarterly Total of W		
&Z.	Quarterly Total of Y		
/A.	Quarterly Total of &A		
/B.	Quarterly Total of &C		
/C.	Quarterly Total of &F		
/D.	Quarterly Total of &H		
/E.	Quarterly Total of &J		
/F.	Quarterly Total of &L		
/G.	Employee Total of S		
/H.	Employee Total of U		
/I.	Employee Total of X		
/J.	Employee Total of Z		
/K.	Employee Total of &B		

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

/L. Employee Total of &E

/M. Employee Total of &G

/N. Employee Total of &I

/O. Employee Total of &K

/P. Employee Total of &M

/Q. Employee Total of T

/R. Employee Total of W

/S. Employee Total of Y

/T. Employee Total of &A

/U. Employee Total of &C

/V. Employee Total of &F

/W. Employee Total of &H

/X. Employee Total of &J

/Y. Employee Total of &L

/Z. Payblock Total of S

\A. Payblock Total of U

\B. Payblock Total of X

\C. Payblock Total of Z

\D. Payblock Total of &B

\E. Payblock Total of &E

\F. Payblock Total of &G

\G. Payblock Total of &I

\H. Payblock Total of &K

\I. Payblock Totalof &M

\J. Payblock Total of T

\K. Payblock Total of W

\L. Payblock Total of Y

\M. Payblock Total of &A

\N. Payblock Total of &C

\O. Payblock Total of &F

\P. Payblock Total of &H

\Q. Payblock Total of &J

\R. Payblock Total of &L

\S. Center Total of S

\T. Center Total of U

\U. Center Total of X

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

\V.   Center Total of Z

\W.   Center Total of &B

\X.   Center Total of &E

\Y.   Center Total of &G

\Z.   Center Total of &I

*A.   Center Total of &K

*B.   Center Total of &M

*C.   Center Total of T

*D.   Center Total of W

*E.   Center Total of Y

*F.   Center Total of &A

*G.   Center Total of &C

*H.   Center Total of &F

*I.   Center Total of &H

*J.   Center Total of &J

*K   Center Total of &L

NOTE: The value on the report = (Actual Value x 100)

**** Only used if the value of T, W, X, &C, &E, or &M exceeds the field size for the line above.

SELECTION CRITERIA:
Includes All Employees With The Following Criteria:

-   Installation Code Equal User Designated Center Code

-   Reactivation Indicator Hist Not Equal 3

-   Year of (Pay Period Ending Date Hist + 10 days) Equal User Input Year

-   Pay Period Ending Date Hist Less Equal Pay Cntl: Current PP Ending Date

-   SSN Equal User Input SSN (If Entered)

REPORT 424   **YEAR END LEAVE REPORT**   PAYROLL

PURPOSE: To provide a complete, concise record of an employee's leave accrual, usage, and balances for
                each leave period of the leave year.

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Pay Block: Processing and SSN, or Pay Block: Processing and Name.

```
                                    SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:    424                NASA PERSONNEL AND PAYROLL SYSTEM                        PAGE:
SEQUENCED BY:                          INSTALLATION NAME                                  DATE:
                                      YEAR END LEAVE REPORT                               TIME:
                                        LEAVE YEAR YYYY


    ----------------------- ANNUAL ----------------------- ----------- SICK ----------- -COMPENSATORY- ---- LWOP/AWOL ---- - MIL -
    C                                                                                                                         DAYS
    A    PT    PP   EARN USED USE/    RESTORED  DON RET REST    PT PP  EARN USED    REST PP   PP         PP  USED 80-HR LAST PP FYD
 PP T E CO  USED YTD  YTD  LOSE BAL USED BAL    YTD YTD CUM   E CO USED YTD  YTD BAL CUM EARN USED BAL  USED YTD   CUT  PSI U BAL

 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA  BBB-BB-BBBB
    CC-CC-CC  DDDDD BAL FORWARD EEEE.EE                        BAL FORWARD  FFFF.FF               BAL FORWARD  GGGG.GG
              ADVANCED    HHHHH

 II J K LL MMM.MI OOOO.OO QQQQQ.QQ SSSS.SS   UUUU.UU      W X ZZZ.ZZ /BBB.BB /DDD.DD  /FF.FF    /HH.HH   /JJJ.JJ   /L.LL
              NNNN.NN    PPP.PP  RRR.RR TTTT.TT   VVVV.VV         /AAA.AA  /CCC.CC  /EEE.EE /GGG.GG   /III.II  /KKK.KK  /MMMM
 II J K LL MMM.MI OOOO.OO QQQQQ.QQ SSSS.SS   UUUU.UU      W X ZZZ.ZZ /BBB.BB /DDD.DD  /FF.FF    /HH.HH   /JJJ.JJ   /L.LL
              NNNN.NN    PPP.PP  RRR.RR TTTT.TT   VVVV.VV         /AAA.AA  /CCC.CC  /EEE.EE /GGG.GG   /III.II  /KKK.KK  /MMMM
 II J K LL MMM.MM OOOO.OO QQQQQ.QQ SSSS.SS   UUUU.UU      W X ZZZ.ZZ /BBB.BB /DDD.DD  /FF.FF    /HH.HH   /JJJ.JJ   /L.LL
              NNNN.NN    PPP.PP  RRR.RR TTTT.TT   VVVV.VV         /AAA.AA  /CCC.CC  /EEE.EE /GGG.GG   /III.II  /KKK.KK  /MMMM
 II J K LL MMM.MM OOOO.OO QQQQQ.QQ SSSS.SS   UUUU.UU      W X ZZZ.ZZ /BBB.BB /DDD.DD  /FF.FF    /HH.HH   /JJJ.JJ   /L.LL
              NNNN.NN    PPP.PP  RRR.RR TTTT.TT   VVVV.VV         /AAA.AA  /CCC.CC  /EEE.EE /GGG.GG   /III.II  /KKK.KK  /MMMM
 II J K LL MMM.MM OOOO.OO QQQQQ.QQ SSSS.SS   UUUU.UU      W X ZZZ.ZZ /BBB.BB /DDD.DD  /FF.FF    /HH.HH   /JJJ.JJ   /L.LL
              NNNN.NN    PPP.PP  RRR.RR TTTT.TT   VVVV.VV         /AAA.AA  /CCC.CC  /EEE.EE /GGG.GG   /III.II  /KKK.KK  /MMMM



                                    SUBJECT TO PRIVACY ACT OF 1974
```

A. Employee Name Hist
    (Last, First, MI, Gen)
B. SSN Hist
C. = Employee History SCD Leave Date
    = SCD: Leave, If Employee History
      SCD Leave Date = blank
D. Annual Lv: Ceiling Hist
E. Annual Lv: PYCO Hist
F. Sick Lv: PYCO Hist
G. LWOP: WIG Hours Hist
H. Annual Leave: Advanced Bal -
    Annual Lv: Ernd Balance Hist
I. Pay Period Number Hist
J. Annual Lv: Category Code Hist
K. Annual Lv: Accrual Rate BW Hist
L. Annual Lv: P/T Carry Over Hist
M. Annual Lv: Used B/W Hist
N. Annual Lv: Accrued YTD Hist
O. Annual Lv: Used YTD Hist
P. Annual Leave: Advanced Bal -

     Annual Lv: Ceiling Hist
Q. Annual Leave: Advanced Bal Hist
R. Restored Lv: Used B/W Hist

NOTE: The values of A - H are based on
the most current leave period found for
each employee.

S. Restored Leave: Balance
T. Donated AL: Used YTD Hist
U. Donated AL: Donat-Retrn YTD Hist
V. Restricted AL: Rstrct CUM Hist
W. Sick Lv: Accrued B/W Hist
X. Sick Lv: P/T Carry Over Hist
Z. Sick Lv: Used B/W Hist
/A. Sick Lv: Accrued YTD Hist
/B. Sick Lv: Used YTD Hist
/C. Sick Lv: Balance Hist
/D. Restrict SL: Restricted CUM Hist
/E. Comp Time: Earned B/W Hist

/F. Comp Time: Used B/W Hist
/G. Comp Time: Balance Hist
/H. LWOP: Used B/W Hist
/I. LWOP: Used YTD Hist
/J. LWOP: 80 Hour Accrual Hist
/K. LWOP: WIG Hours Hist
/L. Military Lv: Used B/W Hist / 8
/M. Mil Lv: Used Days FYTD Hist

SELECTION CRITERIA:
Includes All Employees With The
Following Criteria:
- Installation Code Equal User
   Designated Center Code
- Reactivation Indicator Hist Not
   Equal 3
- Leave Year Equal User Input Year
- SSN Equal User Input SSN (if entered)

REPORT 950   PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY   PAYROLL

PURPOSE: To allow payroll suspense query options to be selected.

CONTENT: Suspense query options.

SEQUENCE: N/A

```
                                      NPPS
COMMAND:_____        PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY        09/05/89
NAO1600                                                                    11:11:31


LIST ACTION FOR EMPLOYEE:

        SSN              LAST NAME                FIRST NAME
      AAA AA AAAA        BBBBBBBBBBBBBBBBBBB       BBBBBBBBBBBBBBB
                         (TYPE NAME AND HIT ENTER FOR NAME SEARCH)

              SELECT ONE OF THE FOLLOWING:

      LIST ACTIONS ON OR BEFORE EFFECTIVE DATE:   CCCCCCCC
                            (PP FIRST DAY)

      LIST ACTIONS FOR TRANSACTION TYPE:          DDDDDDDD

      LIST ACTIONS FOR CLERK ID:                  EEEEEEEE




   PF1 = HELP      PF3 = PREV SCREEN      PF5 = MAIN MENU          PF12 = END
```

A. SSN
B. Name (Last, First;User input; opt.)
C. Effective Date, User Input
D. Transaction Type, User Input
E. Clerk ID, User Input

REPORT 951   **LIST ACTIONS FOR EMPLOYEE - SEMP**   PAYROLL

PURPOSE: To display Payroll Suspense Actions for an employee.

CONTENT: Suspended transactions for the selected employee.

SEQUENCE: N/A

```
                                        NPPS
COMMAND:_____             LIST ACTIONS FOR EMPLOYEE - SEMP              09/05/89
NAO1610                                                                    11:11:31


  ENTER SSN: AAA AA AAAA    PAY BLK        LAST NAME      FIRST NAME     I
                              B           CCCCCCCCCCCCCC  CCCCCCCCCCCCCCCC  C


    SEL          DELETE     EFF DATE    TRANSACTION   CLERK   SEQ    ERROR
                          (PP FIRST DAY)   TYPE        ID     NO     FLAG
     D             E        FF FF FF        G          H      J       I
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF
     D             E        FF FF FF




 PF1= HELP          PF3= PREV SCREEN      PF5= MAIN MENU      PF7= BACKWARD
 PF8= FORWARD       PF12= END
```

A. SSN
B. Pay Block: Processing
C. Name (Last, First, MI)
D. Selection field to display detail of a transaction; User input
E. Selection field to delete a transaction; User Input
F. Effective Date
G. Transaction Type
H. Clerk ID
I. Error Flag
J. Sequence Number (assigned when action suspended)